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**Position:** Project Manager

**Location:** TIGG Oakdale

**Position Summary and Functions:**

Management of multiple client projects. Project management responsibilities include delivering projects on time, within budget and within scope.

Responsibilities Include:

Sales Support

- Development of responses to RFQs in support of sales
- Develop pricing, scope and schedule for proposed projects
- Coordinate engineering, procurement, estimating and scheduling to assemble proposals
- Assist in developing and review of the proposal
- Review technical and commercial terms and conditions

Project Delivery

- Manage all aspects of the project delivery for both sale and service projects
- Will be the primary interface with clients
- Development of project schedule
- Work with all engineering disciplines in the development and submittal of engineering deliverables
- Work with team to procurement materials and equipment
- Participate in the writing of purchasing specifications for general inventory items.
- Manage budget and schedule
- Prepare and manage changes to the work through issuance and development of change orders.
- Support O&M manual development for projects as required.
- Travel for client meetings and project startup support as needed

Requirements

- 4-year engineering or related degree; Chemical Engineering degree preferred
- Proven working experience in project management
- Experience in water treatment and waste water unit operations. Able to recommend different types of media including GAC, Resin (cat. Ion and anion); Oil removal, multimedia filters.
- Experience in design, specification and implementation of pumping and piping systems.
- Professional Engineering registration a plus
- PMP Certification a plus
- Familiarity with Microsoft Dynamics ERP System a plus
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multi-tasking skills
- Strong working knowledge of Microsoft Office