

Project Manager



Job Title:	Project Manager	Effective Date:	10/1/2024
Department:	Project Management	FLSA Status:	Exempt Regular
Schedule:	Full-Time	Travel:	10%
<i>Salary based on extent of relevant and applicable experience</i>			
Paygrade A Range:	\$101,920	To	\$145,600
Paygrade B Range:	\$118,352	To	\$180,544

Job Description:

Responsible for planning, organizing, monitoring, and managing multi-discipline engineering activities and resources to execute all stages of small- to mid-cap retrofit projects, from initiation through closeout. Must have an engineering background & project experience in the pulp & paper industry, petroleum refining, hydrocarbons, high tech, or specialty chemicals experience highly desirable. Has single point accountability to organize, integrate and lead the project team to successfully meet the project objectives.

Reporting:

Position reports administratively to the Manager of Projects.

Responsibilities:

- Maintain efficient and effective interaction with the client and project stakeholders, defining and managing expectations.
- Ensure all Kestrel and client contractual obligations are fulfilled.
- Focus on client care and monitor client satisfaction. Solicit Kestrel management support and intervention when required.
- Promote Kestrel capabilities and work to expand the Kestrel's scope of services where it provides value to the client.
- Review and understand Kestrel's proposal, contract, and associated risks.
- Manage client proprietary and confidential information in accordance with Kestrel's and client's requirements.
- Protect the interests and reputation of Kestrel and the client.
- Initiate, execute and deliver the project in accordance with the proposal, and client's and Kestrel's expectations.
- Develop Work Breakdown Structures for projects.
- Develop the project proposal/execution plan addressing the project scope, cost, schedule, and risks, as well as client expectations. Define the project organization and work with engineering and design management to obtain resources for the project.
- Establish the division of responsibilities between the client, Kestrel, and others.
- Ensure project team roles and responsibilities are clearly defined.
- Ensure project interfaces are clearly identified and managed.
- Facilitate an environment where project team members and project stakeholders can effectively achieve the project objectives.

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- Develop and maintain project schedules, identifying and managing project dependencies, critical path, and deliverables issuance.
- Identify and manage project risks, developing and implementing risk response strategies. Ensure proper documentation and communication of project risks, actions, issues, decisions, and interfaces.
- Develop and implement management of change within projects, proactively forecasting and documenting changes to clients, developing project change requests/orders and subsequently modifying project budgets, schedules, and scopes of services in accordance with approved changes.
- Express ideas clearly and concisely. Seek to understand other's perspectives. Keep accurate and organized records.
- Effectively communicate project expectations to project team in a timely and clear fashion.
- Communicate project risks as appropriate within the Kestrel and the project team.
- Ensure timely and appropriate generation, collection, dissemination, storage, and ultimate disposition of project information.
- Routinely monitor and report on project progress, cost, risks, and quality in accordance with Kestrel's and client's requirements, identifying trends and allowing for timely corrective actions. Provide forecasts of status and progress as required.
- Plan, manage and facilitate timely submittal of deliverables/work packages provided to clients and return of client review comments or approvals.
- Bring the project to an orderly completion, ensuring handover of appropriate project documentation and data.
- Ensure all required project records have been properly archived. Issue closeout report(s) and lessons learned.
- Review and approve invoices to client and monitor and expedite payments, as necessary.
- Execute the project work in accordance with the contract, scope of services, client requirements, Kestrel's practices, and project procedures.
- Plan, organize and manage resources to achieve the project goals and objectives. Has a good working knowledge of all key project processes, including engineering, procurement, and construction management.
- Possess a solid grasp of interdisciplinary engineering practices in a project phase/stage-gated work process for heavy industry (e.g., Front-End Loading).
- Support the development of project personnel and recognize the accomplishments of individuals and the team.
- Foster development of a common vision and collaboration among team members and teams, operating effectively across various offices.
- Provide clear direction and priorities. Convey a sense of urgency and drive issues to closure. Persist despite obstacles and opposition.
- Pursue aggressive project goals, setting a high standard of performance.
- Promote open expression of ideas, encouraging and empowers others to achieve.
- Address substantive conflicts and facilitate timely resolution.

Other duties may be assigned as required.



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Education, Skills and Experience:

- BS in engineering (chemical or mechanical preferred), with a preference for licensed Professional Engineers.
- Minimum of 10 or more years' experience; an engineering background and project experience in the pulp & paper industry, petroleum refining, hydrocarbons, high tech, or specialty chemicals experience highly desirable. Previous consulting engineering experience is strongly preferred.
- Have strong working knowledge of critical path scheduling techniques using Microsoft Project and/or Primavera P6, and experience applying such tools on projects.
- Minimum 5 years' experience as project manager on capital projects, with a preference for small- to medium-cap retrofit projects experience in a portfolio program.
- Experience with project work sharing, working with resources in locations remote from the project manager's office.
- Travel to domestic job sites may be required on a routine basis.

Certifications, Credentials, Licenses & Registrations:

- Professional certification such as Project Management Professional (PMP) desirable.
- Eligibility to obtain or currently hold a valid Transportation Worker Identification Credential (TWIC) required.

General Qualification Requirements:

All Kestrel staff must have the legal right to work in the United States. Kestrel does not provide immigration or work visa sponsorship.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made, when possible, to enable individuals with disabilities to perform the essential functions.

Should also possess the following competencies: Able to identify and resolve problems in a timely manner; Develop alternative solutions; Keep emotions under control while under stressful situations; Speak clearly and persuasively in positive or negative situations; present numerical data effectively and accurately; show respect and sensitivity for cultural differences; promote a harassment-free environment; work with integrity and ethically; follow the Company's policies and procedures; prioritize and plan work activities; use time efficiently; approach others in a tactful manner; accept responsibility for own actions; deal with frequent change, delays, or unexpected events; be consistently at work and on time; ensure work responsibilities are covered when absent; arrive at meetings and appointments on time; and ask for and offer help when needed.

Workplace Requirements:

Due to the nature of our work, all employees must be capable, eligible and willing to visit our clients at their industrial facilities. This entails a willingness and ability to travel, wear required personal protective equipment and to comply with our safety policies as well as those of our clients.



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Drug & Alcohol Testing: Drug and alcohol screening will be completed by Kestrel at employment initiation and periodically thereafter as required to meet our client requirements. This testing is performed in accordance with state and federal requirements and as defined by client drug and alcohol testing requirements. Failure to pass a drug or alcohol test, refusing to submit to testing, and/or providing an adulterated or substituted sample, will be cause for termination where not contrary to law.

Background Checks: Background checks will be completed by Kestrel at employment initiation and periodically thereafter as required to meet our client requirements. The results of background checks will be kept confidential and will not be actionable unless they reveal information that would make the employee ineligible for client site access.

Travel Requirements: Kestrel employees must be willing and able to travel by driving or flying to client facilities and other Kestrel offices. For Kestrel employees to drive as a course of their employment they must have a valid driver's license and be insurable through Kestrel's insurance provider. You must be willing and able to drive your own properly registered and insured vehicle. Any negative incidents such as speeding tickets or DUI's could prevent an employee from being insurable as a driver of a Kestrel or rental vehicle. Must also meet all requirements to fly with commercial airlines without restriction.

Language Skills:

Because Kestrel maintains strict adherence to company policies and procedures, for an individual to perform this job successfully, he/she must have the ability to speak, write and understand English. Ability to read, communicate, interpret, and comprehend simple instructions, correspondence, and memos, both electronically and in written form.

Mathematical Skills:

Candidate must be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, electronic, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Must be able to work and communicate well with others; work well under the pressure of ensuring that requirements and specifications are met; work with minimal supervision.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Kestrel employees, with reasonable accommodation, must be willing and able to independently enter, perform work within, and evacuate from all areas within the client's site. Reasonable accommodations may be made, when possible, to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the associate is regularly required to use hands to finger, handle, or feel and talk or hear. The associate frequently is required to sit and reach with hands and arms. The associate is occasionally required to walk; climb or balance; and stoop, kneel, crouch, or crawl. The associate must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.



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The Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made while working in the office, to enable individuals with disabilities to perform the essential functions. However, this may not be the case at client sites. Know that the noise level at client sites can be very loud. In addition, at client sites you may also be exposed to moving mechanical parts, fumes, gases, airborne particles, confined spaces, and may occasionally be exposed to a risk of electrical shock.

Employment Benefits:

We offer a full benefits package. Medical, Dental, Vision, FSA, HSA, 401K, Company paid Life & AD&D Insurance, Company paid Short-Term and Long-Term Disability, Supplemental Life & Dependent Life Insurance, and a Flexible Spending Account. We also offer a generous Paid Time Off program, 8 paid holidays, and exempt staff compensated for hours worked over 40 per week.

“Kestrel is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.”