



Title of Position and Code
Project Manager - Engineering
Team/Department
Engineering
Reports To
Project Manager Team Lead
FLSA Status
Exempt

Project Manager - Engineering

H2E does the right thing for industrial clients and team members. The result is world-class electrical engineering, process and design. We work with Mining, Light Metals, Hydro Electric, Cement, Aggregates, WWTP, Utilities, DOE, Manufacturing and Wood Products. We are currently looking for an experienced Project Manager to work and grow with us at our Liberty Lake, WA headquarters.

About Your Work:

You will work with engineers, designers, and clients to manage industrial Electrical Engineering projects in Power and Controls/Automation. You'll have the opportunity to automate factories, saw mills, mines, manufacturing plants and hydroelectric facilities. Your creativity is required.

The best candidates will apply their extensive and diversified knowledge of the principles and practices of project management to manage multiple projects for Scope, Schedule, Budget, Safety and Quality. They will also plan, direct and coordinates activities of multiple designated projects to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters.

Essential Responsibilities:

Internal Project Reporting and Administration

- Discuss project quality, client and team satisfaction and success metrics during project review meetings
- Reviews status reports prepared by project personnel and modifies schedules or plans as required
- Prepares project status reports for management, client, or others on percent complete, budget, earned value, slippage, project effort and duration to complete and other key project metrics

Resource Management

- Work with Engineering to determine resource requirements of projects based on project specifications
- Determine project roles of team members based on project requirements, timeframes and budget
- When necessary work with external contractors in addition to internal resources

Project Accounting and Finance

- Assures project legal documents are completed and signed
- Manages project budget
- Determines appropriate revenue recognition, ensures timely and accurate invoicing, and monitors receivables for project

Project Planning

- Explain implications of changes to project scope and/or objectives to the client and to the project team
- Lead the team to prioritize signed off project work based on analysis of strategic importance, tasks outstanding, obstacles or barriers, budgets, resources and deadlines
- Create, or participate in the creation of, project documentation
- Manage the client stakeholders, team members, or contract personnel to design a solution and establish associated project timelines and budgets that allow for the delivery of the most strategic functionality within the project constraints
- Establish and maintain a usable and well-communicated schedule for all phases of a project

Project Control

- Manage scope creep through client change orders, internal change orders, phased delivery or other methods to ensure projects deliver on timeline, scope, budget and strategy expectations
- Evaluate all key project deliverables to ensure traceability of requirements, high quality and client acceptance.
- Responsible for formal sign off on all project deliverables
- Ensure project meets internal and client expectations of quality, budget, delivery timelines, and strategy
- Identify, track, manage and mitigate risk on specific client engagements. Escalate these issues when necessary to ensure minimal impact to quality, budget, and timeline
- Communicate progress, risks, expectations, timelines, milestones and other key project metrics to clients and team members

Project Close Out

- Ensure completion of the following project close out activities:
 - Archiving project documentations
 - Internal Lessons Learned meetings
 - External Lessons Learned Activities
 - Customer satisfaction activities
 - Project financial closing activities
 - Employee feedback / resume updates

Client Management

- Assists with proposals to provide professional services or obtain funding for engineering projects or programs
- Regularly interacts with clients, customers, officials, contractors, and others
- Initiates and maintains contact with key engineers and clients/customers or other organizations and companies and is skilled in negotiation of critical issues

Organizational Responsibilities

- Provide project management on multiple projects efforts
- Represents the organization in communications and documentation pertaining to broad aspects of engineering projects
- Possesses advanced oral and written communication skills
- Makes authoritative decisions and recommendations, with far-reaching impact on the organization
- Models and inspires continuous improvement in others
- Continual self-improvement in interpersonal skills and effective oral and written communications
- Ability to resolve project related issues to move the team and the company forward

Minimum Qualifications:

- Minimum of fifteen years of industrial Project Management experience with an Engineering firm
- Bachelor's Degree in Engineering from an ABET accredited program or a bachelor's degree in Business
- Project Management Professional (PMP) Certification a plus
- Extensive knowledge and use of Deltek Vision ERP software is a plus
- Working knowledge of construction techniques
- Ability to effectively communicate project related information to staff, clients and customers
- Ability to work efficiently and effectively when managing multiple tasks
- Must be self-motivated, results oriented, and be flexible to work well under tight schedules in a fast-paced team environment
- Efficient in the use of MS Office software suite: Outlook, Excel, Word, OneNote, Project and Access

What H2E Offers:

- Competitive Wages (\$70,000- \$90,000)
- Health/Dental/Vision Benefits/401k
- Flexible Hours
- Holiday, Sick, and Vacation Time
- Opportunity for Advancement
- Amazing Team Environment

How to Apply:

Please review the position posting and respond with cover letter and resume. Including previous work samples as appropriate is highly encouraged. Apply via E-mail to recruiting1@H2Einc.com.