



Job Title:	New Product Development Project Manager	Job Code:	NPDPJMGR
Department:	Engineering	Division:	Ithaca, NY
Reports to:	Vice President of Engineering	FLSA Status:	Exempt
Hours:	Full-time / 40 Hrs/Week	Rev Date:	03-31-2017

Primary Function

The NPD Project Manager is responsible for leading cross-functional teams in the New Product Development (NPD) and Sustaining Engineering effort to bring new and innovative flow measurement system products from concept to commercialization. This role will apply Project Management best practice knowledge, tools, methodologies and techniques to meet or surpass the needs and expectations of all stakeholders.

I. Duties and Responsibilities

- Create and execute project work plans, schedules and budgets which adhere to Company goals and quality standards
- Influences all aspects of a project
- Manage project modifications as appropriate to meet changing needs and requirements
- Identify resources needed and work with functional departments to staff accordingly
- Coordinate and manage day-to-day project execution and operational aspects of a project and scope
- Assigns deliverables and accountability to team members; ensures achievement of same by providing guidance and direction
- Identify lapses in schedule or commitments, and ensures corrective action(s) are defined and initiated
- Prepare meeting agendas, facilitate meetings and provide minutes for follow-up actions
- Motivate and serve as a mentor to individual team members
- Monitor and track project milestones and deliverables and report progress to upper management and all other stakeholders
- Identify, review, and work with vendors or other outside resources to meet project needs
- Perform other work-related duties as requested, directed or assigned by management

II. Working Relationships

- Develop constructive and cooperative working relationships with team members
- Work cooperatively with various functions including but not limited to Engineering, R&D and Manufacturing Departments
- Interact with management and other departments as needed
- Interact with and at times lead outside resources



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III. Education and Experience

- Bachelor’s Degree in technical discipline
- 5+ years project management experience required
- PMP certification preferred
- Proven capability to lead a multiple function project from “start to finish”

IV. Knowledge, Skills and Abilities

- Project management best practice knowledge, tools, methodologies and techniques
- Ability to work with functional departments to develop comprehensive schedules
- Ability to effectively coordinate people and resources
- Self-starter and Self-motivated
- Good communication skills both written and verbal
- Ability to recognize obstacles and develop solutions through collaboration and initiative
- Able to utilize time management skills to ensure project timelines are adhered to

V. Supervisory Responsibilities

- No direct supervision

VI. Physical Demands

- Regularly required to talk, hear, sit, stand and walk, use hands and fingers, handle or feel; and reach with hands and arms.
- Must be able to lift up to 20 lbs. and to adhere to safety requirements
- Corrected normal vision and color vision are required

VII. Work Environment

- Day-to-day work is performed primarily in an office environment requiring the use of standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- Occasional exposure to manufacturing floor and to elements such as odor, noise, dust, heat, cold or chemicals
- Minimal regional or domestic travel may be required

Disclaimer: This Job Description is not intended to be all-inclusive, and may be subject to change to include new responsibilities and tasks or change existing ones as management deems necessary to meet the ongoing needs of the company.