



Job Title: Project Manager	Dept:	Engineering
Reports to: Director of NPD Engineering - Consultant	Division:	Ithaca, NY
Hours: Full-time / 40+ Hrs/Week	Rev Date:	10-06-20

Primary Function

The Project Manager is responsible for leading cross-functional teams in the New Product Development (NPD) and Sustaining Engineering efforts 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

- Analyze, plan, and develop requirements and standards about scheduled projects
- Understand the revenue impact of project management decisions taken.
- Train all assigned project personnel to understand the revenue impact of their actions.
- Be able to effectively manage concurrently up to three major projects (each with a \$1-2M USD budget, multiple departmental resources, and multiyear time horizon)
- Create and manage the personnel and capital budget of assigned projects
- Responsible for managing the task level definition, dependencies of tasks and the associated schedule of all tasks and required resources.
- Assign and oversee the daily tasks of technical personnel while ensuring all subordinates are actively working toward established milestones
- Hold regular technical team meetings to determine progress and address any questions or challenges regarding projects
- Communicate effectively at the company executive level and at the individual contributor level
- Design and distribute in a timely manner formal reporting on assigned project budgets, manpower utilization including shortages, skill set analysis and scheduling issues and resolutions
- Create timely and professional reports as required by the company clients who may be funded the assigned projects
- Determine and define clear deliverables, roles and responsibilities for staff members required for specific projects or initiatives
- Effectively negotiate with multiple cross company resources for timing and scheduling of resources, facilities, infrastructure, and other assets.,
- Research and evaluate hardware and software technology options and weigh the cost/benefit analysis when making large purchase recommendations on behalf of the company
- Project skill sets and manpower to complete contractual project scopes and timeline. Recruit and train exceptional employees to fulfill posted positions within the technical department



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- Work effectively within the current set of project management tools deployed within the company,
- 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

III. Education and Experience

- Master's degree in Project Management or related technical field required. Engineering discipline preferred
- Work experience must include successful completion of a minimum of \$5M annually in project management successes
- Minimum of 10 years project management experience in the industrial electronics, metrology, or medical device market
- Must have experience in demonstrating performance whereby a portion of any annual compensation was tied to meeting stretch auditable performance metrics
- Project experience must include complex projects that involve iterative design of hardware and software
- Must have demonstrated experience in use GIT Lab
- Must be a certified user of Microsoft Project
- Professional Project Management Certification from accredited institution preferred. Preferred project managements certification includes PMP (Project Management Professional), CAPM (Certified Associate in Project Management), or CSM (Certified Scrum Master)
- Experience mentoring, coaching, and developing rising talent in the technology department
- Experience working in a high-level collaborative environment and promoting a teamwork mentality
- Managerial experience applying analytical thinking and problem-solving skills

IV. Knowledge, Skills and Abilities

- Working knowledge of FDA product development procedures and documentation requirements is preferred



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- Must have managed a combination of inside company project resources along with outside third-party consultants
- Must have a working knowledge of using available executive dashboard and data visualization development tools such as Excel, Tableau, Power BI etc.
- Must be able to demonstrate conflict resolution skills
- Must have proven critical thinking skills
- Must be able to project resolution to issues before they negatively impact company revenue
- Demonstrated understanding of Project Management processes, strategies, and methods
- Excellent time management and organizational skills and experience establishing guidelines in these areas for others
- Strong sense of personal accountability regarding decision-making and supervising department teams
- Ability to predict challenges and seek to proactively head-off obstacles

V. Supervisory Responsibilities

- No direct reports

VI. Physical Demands & Work Environment

- Day-to-day work is performed primarily in an open cubicle, office environment requiring sitting, standing, stooping, reaching, lifting/carrying typically less than 25 lbs., talking and walking; includes use of computers, printers, copiers and other office equipment
- Occasional exposure to manufacturing/production environment, machine shop and test labs which may include elements such as odor, noise, dust, heat, cold or chemicals
- Nature of work requires depth perception, close and far vision, normal color distinction, corrected normal vision, potential for eyestrain and normal finger dexterity.
- Must be capable and willing to adhere to safety requirements
- 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.