



Title: Project Manager
Reports to: Operations Manager
Class: Full-Time
Type: Hourly
Revised: 10/29/2008

Primary Role:

Responsible for overall communication and completion of each project. The Project Manager is responsible for communication and project scheduling with customer. Coordinates the installation with customer, company installation and technical personnel and any associated subcontractors. The Project Manager is responsible for each project from the contract stage through final project completion.

Project related duties

- Create and manage important correspondence in an effort to minimize project related risk and liability. This correspondence is primarily targeted to customers, general contractors, subcontractors, and consultants.
- Maximize the effectiveness of the project binder as a support resource for the technical and administrative staff. Delegate tasks to other team members as necessary to maintain overall productivity.
- Attend all required construction meetings representing the best interests of AVE and the customer. Build and maintain relationships with site workers of various trades.
- Using the calendar function of Microsoft Outlook and MS Project to create and manage schedules for all installation related resources. Gantt style charting for project flow is required. This is a dynamic that requires lateral thinking and creativity.
- Be familiar with the status of each project job site. Share site status with pertinent staff members.
- Give attention to the accuracy of blueprints within the control of AVE. Implement procedural changes to minimize risks and liability.
- Work with accounting and operations personnel to finalize the job cost reports and coordinate the purchasing of equipment. Maximizing cost savings and minimizing the impact on cash-flow are valued goals.
- Verify that all needed equipment is staged and ready for delivery to site. Special attention must be given to custom components and items that are not normally stocked in the installation vehicles.
- Schedule all needed rental equipment (scaffold, lifts, chain motors) for site installations. Attention must be paid to efficient scheduling.
- Administrate change orders while working with the customer to achieve full resolution.
- Complete on-site equipment programming and adjustment. This includes DSP programming, room tuning, and video system setup.
- Perform customer based system training when needed. Develop a flexible training curriculum for new and contract supported customers.
- Complete system commissioning and receive final sign-off from the customer. Manage outstanding issues from the punch list. Complete closure and final invoicing of a job is the objective.
- Submit field reports and any data related to job costing or general recordkeeping.
- Assist in selling service contracts to customers by soft selling during trainings.

Business Operational duties

- Maintain a safe & professional garage/workshop area. Coordinate vehicle service and repair. Maintain accurate vehicle service records.
- Verify that all installation vehicles are stocked with commonly needed supplies. With the help of field staff, develop an inventory list of necessary items. The objective is to prevent time-wasting trips to retail stores for supplies.
- When required, back fill other positions within the field staff. These positions include technical installations and customer service.

Resource Management duties

- Manage the design engineer(s) and technicians. Create a management plan to achieve a supporting, team environment and maximize the efficiency of each team member. This includes setting and defining goals, completing performance reviews and holding regularly scheduled team meetings.
- Create and maintain relationships with subcontractors. These relationships should be built around trust and respect. Quality and efficiency should be monitored and rewarded.
- Maintain a work environment that is fun and safe. Personal growth for the field staff should be encouraged. Maintain and demonstrate efficient work practices.
- Facilitate the NSCA C-EST (Certified Electronic Systems Technician) training on a weekly basis. Assemble the participants for a weekly review of the curriculum that they have previously read on-line. Referencing a pre-prepared syllabus, assess performance based on attendance, comprehension, and participation.

Personal Development

- Knowledge and proficiency with the software tools needed in the workplace. These include EASE, Smart, AutoCAD and others.
- Be productive and focused on maintaining an efficient, profitable, and entertaining work environment.

Accountability:

The Project Manager will be accountable to the Operations Manager. Secondary accountability will be to the other management team members, employees and customers of the company.

Qualifications:

The Project Manager shall possess a two-year electronics degree from an accredited college or university and shall have or obtain a Power Limited Technician's license from the State Board of Electricity. A minimum of 3 years working experience in the electronics field is required. This person must be able to manage multiple tasks simultaneously and work well with other people.

Travel:

Some out of town travel required.

Other:

The job description does not list all the duties of the job. You may be asked by management to perform other instructions and duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

Management has the right to revise this description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason as outlined in the employee manual or other written agreement.