

Job Title: **Project Manager**

Company / Department: **BCCA / Arkos Customer Project Solutions (CPS - Blue STREAM)**

Reporting to: **Director of Technical Solutions, NAM**

Main responsibilities and tasks:

Key Tasks & Accountabilities

- Responsible for the successful completion and on-time delivery of BC and OBC compressor system revamp, turnkey installations and commissioning projects by leading and organizing the execution using internal resources and/or using 3rd party vendors.
- Interface with all operational departments including Engineering, Field Service and Repair during the project execution phase, transfer of scope and specifications, etc.
- Work in conjunction with the CPS and Sales teams to ensure the scope definition, specification review, cost estimation and preparation of detailed technical proposals is completed accurately and in a timely manner.

Key Responsibilities

- Act as primary liaison with engineers, internal multi-disciplinary team, subtrades and other project stakeholders.
- Manage project activities throughout the life cycle of the project, including preparing budgets, scope, procurement, schedules, administration and resource allocations for multiple projects.
- Maintain project schedules and project cost summaries to track work progress, budget status and resource utilization.
- Confirm major equipment and critical path components, and reliability of suppliers to meet customer specifications and required delivery schedule.
- Provide technical support for the commissioning, start-up, modelling and optimization of new and existing equipment as needed.
- Work, consult and liaise with internal Engineering department to develop engineered solutions.
- Assist with quality assurance.
- Initiation and support in change requests and claim management
- Prepare quality documentation packages such as Inspection Test Plans (ITP), Installation, Operation & Maintenance Manual (IOM), Recommended Spare Parts list and close-out reports after each project.
- Assist with preparation of shipping documents.
- Assist with invoicing of orders by ensuring all relevant details are provided to Finance for proper invoicing.

Additional Responsibilities

- Ensure personal knowledge of reciprocating compressor and process is at a level to appropriately support clients.
- Perform front end engineering and design (FEED) as required.
- Promote and optimize sales of BC and OBC products and services.
- Maintain, expand and develop vendor databases.
- Other duties as assigned.

Education/ experience / languages:

- Technical background in a related Engineering field, or Mechanical Engineering Technology with a PMP designation is preferred.
- 5+ years of progressive experience in direct project management of mechanical projects.
- Strong financial management skills including budgeting, forecasting and cost management.

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- Good understanding of contract law and lien legislation.
- Highly detail-oriented with expert level of organization and time management skills.
- Exceptional communication, interpersonal and client management skills.
- Ability to successfully adapt in fast-growing and changing environments.
- Proficient with Microsoft Office Suite, particularly Outlook, Word PowerPoint & Excel. Previous experience with SAP would be considered an asset.
- Proficient in English

Special requirements:

- This is a full-time, permanent position based on a 40-hour workweek with occasional business travel required within Canada, United States and internationally.
- Valid driver's license and passport is required.
- This position is required to attend periodic technical training as assigned.

Key performance indicators (KPI's):

- To be determined during Goal Setting Process in HR Portal.

Optional:

 Place / Date

 Employee Signature

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