



**POSITION:**

Basic Systems, Inc., an engineering firm specializing in design and procurement for natural gas compression facilities, has an opening for a **Project Manager II**.

**POSITION DESCRIPTION:**

Responsible for the technical, administrative, budgeting and schedule implementation of assigned projects and tasks. Assigned projects will range from less complex to normal complexity. Exercises Project Management skills to put together a project team, create and implement project schedules, evaluate progress, delegate team assignments, monitor and stay within project budgets, maintain customer relations and insure that project deliverables are accurate and on time. Exercises independent judgment and management and technical skills to apply standard and new approaches to solving problems and completing assignments. Assignments are general in nature.

**REPORTS TO:**

Sr. Project Manager

**AUTHORITY/SUPERVISORY RESPONSIBILITIES:**

Supervises project team during each project. Project team includes Engineers, Designers, Drafters and Administrative Assistants.

**RELATIONSHIP TO OTHERS:**

Works continuously with Sr. Project Manager, team members, clients, vendors, contractors, sub-contractors, and other professional disciplines.

**EXPERIENCE/EDUCATION GUIDELINES:**

A Bachelor's degree in engineering and a minimum of six (6) years of experience in the design of similar projects or a four (4) year technology degree and a minimum of seven (7) years of experience in design of similar projects or a two (2) year technology degree and a minimum of nine (9) years experience in design of similar projects.

**RESPONSIBILITIES:**

- Conducting all business activities with customers and employees in an honest and ethical manner and within the guidelines of company policies, procedures and practices.
- Reviews the project contract documents and the scope of work documents and insures that the work is conducted in accordance with those documents.
- Establish and maintain good communications with the customer on project issues and concerns.



- Co-ordinate efforts of all team members and sub-contractors by supplying them the necessary information and ensuring that it is used correctly.
- Maintain good communications with in-house and contract engineering staff, manufacturers, suppliers, and installation crews regarding all aspects of the project from project inception through to equipment installation and closing report.
- Each billing period provides the Sr. Project Manager and/or accounting with timely information required to issue customer invoices.
- Document and resolve any customer change order or extras requested.
- Assess resource requirements for assigned projects and coordinate these requirements with the Sr. Project Manager to determine staffing levels.
- Provide engineering project design in your discipline (i.e. mechanical, electrical, etc.)
- Prepare and maintain project schedules and monitor progress to achieve on-time or earlier deliveries.
- Anticipate and resolve any problems, bottlenecks or scheduling conflicts.
- Track and control project costs staying within or under budget.
- Preparation of project estimates/proposals.
- Compile and maintain Project Job File and records.
- Prepare Financial Reviews and Project Summaries during and at completion of a project.
- Attend meetings at customer and/or construction site for project and construction reviews, commissioning, and startup. (Travel required.)
- Chair Project Kick-off Meetings
- Chair Critical Design Reviews on assigned projects.
- Direct or perform the creation of project material documentation and have it issued per company procedures.
- Assist with or conduct Marketing/Sales presentations to aid in obtaining future business.
- Assist in staff performance reviews as directed by Sr. Project Manager.
- Other duties assigned by Sr. Project Manager.



**SUMMARY OF MAJOR DUTIES:**

Responsible for the overall management of assigned projects throughout the design, manufacture, delivery and installation to ensure the project is completed on budget and on time.

This position requires that the incumbent be familiar with and able to use Microsoft Project, Microsoft Word, and Excel and design software specific to their group. They must complete requisitions, chair Critical Design and Kick-off Meetings, compare proposal costs vs. design to build cost.

A Project Manager should be a good communicator and well organized. Prompt reporting and feedback to the customer, internal departments, fabricators and suppliers will ensure project success.

Project Management includes the effective management of project administration staff and resource planning for the life cycle of the project.

The position is in our Cambridge, Ohio office. The employee is required to travel domestically for project meetings at client offices and project sites. These project sites are usually active construction sites or active industrial facilities handling hazardous material.

**PERSONAL QUALITIES:**

Ability to motivate staff and set appropriate standards for professional performance. Able to plan, organize and implement with successful & timely results. Synthesize team ideas and contributions. Open to change; receptive to ideas and concepts.

**LANGUAGE SKILLS:**

Ability to interpret inquiries and to prepare comprehensive proposals. Ability to understand and implement complex engineering principles and to read and evaluate engineering drawings and product submittals. Ability to read and evaluate shop drawings and product submittals. Ability to write specialized reports and routine correspondence. Ability to speak effectively before groups of customers or employees of organization. Ability to understand and follow safety instructions.

**MATHEMATICAL SKILLS:**

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as cost estimating/accounting, material counts, dimensioning, setting process conditions and specifications and other tasks necessary to implement the designs procurement and construction of a complex industrial facility.



**REASONING SKILLS:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to create, understand, explain and implement complex technical concepts and project schedules. Ability to understand project financial accounting. Ability to manage a group of people in meeting a common goal.

**CONTACT INFORMATION:**

Please mail resume to 9255 Cadiz Road, Cambridge, Ohio 43725 or email your resume to [hr@bsicos.com](mailto:hr@bsicos.com) and be sure to reference: **PROJECT MANAGER II**