

## **Job Description: Lead Project Manager**

### **Complete job description**

It is the responsibility of the project manager to execute projects by planning, organizing and controlling all elements of the project from sales turnover to plant start up. The project manager has to effectively work in collaboration with all functional groups within UOP, vendors, and customer representatives to ensure that all project requirements are met as laid out in the contract. Project Manager is responsible for managing customer relationship as well as coaching and guiding project execution team. The accountabilities of the project manager include, but is not limited to:

### **Accountabilities**

Prepare and issue project job instructions to the project team and fabrication shops

Review P&ID's internally and coordinate to issue

Work with customer representative to execute a timely review and reissue of P&ID's for construction

Coordinate customer questions and revisions to P&ID's such as HAZOP/PHA changes

Verify the fulfillment of contract requirements

Communicate and ensure the incorporation of all customer specific job specifications

Develop & manage project schedules based on equipment deliveries and manpower allocations

Obtain an as-sold budget from contract/sales and manage project financials in detail

Prepare and issue budget updates based on contract change documents & manage change with customer

Ensure communication of project changes to the project team

Ensure approval of project change documents with the customer

Coordinate the delivery of equipment data sheets, developed by the engineering teams, to purchasing for equipment procurement

Review and approve vendor invoices for payment & manage vendor deliverables working with Procurement

Resolve all cost discrepancies for purchased equipment

Track and communicate job cost trends to company management

Ensure vendor data sheets and drawings conform to all internal and customer specifications

Ensure that all equipment, valves, and instrumentation are procured based on approved schedules and specifications

Prepare "Field Design Support" and "Detailed Field Design" documents when project requires

Coordinate communication with customer throughout the project life-cycle

Assist in plant start-up resource allocation and planning

Identify and assist in coordinating solutions to operational problems after start-up

Provide monthly progress reports and financial updates on assigned projects

Participate in planning and coordination meetings for jobs

Participate in Customer sponsored meetings

Meet all project schedules, budgets and quality requirements as defined in performance metrics

Coordinate project activities w/in SAP working closely with Project Engineer(s) and Project Controls Department

**Basic Qualifications:**

Bachelor of Science in Chemical, Civil, Mechanical, or Electrical Engineering or equivalent

Minimum 15 years experience in the gas processing or refining industry in the role of engineering or project management

Minimum 8 years experience in a project or design engineering role focused on mechanical equipment or equipment systems

**Additional Qualifications:**

PMP Certification, PE

Proficiency with MS Office applications is required.

Familiarity and experience with site construction management.

Experience with gas processing packaged plants is a plus.

Strong oral and written communications skills.

Fluent in both the English and Russian languages

Ability to work effectively within a team based environment.

Ability to travel up to 25% of the time

Project Engineering experience with an EPC contractor.

Strong multi-tasking skills, analytical skills, project delivery & financial skills