

# PROJECT MANAGER OVERVIEW

## Day-To-Day Tasks

1. Communication & reporting to CSMI management
2. Help CSMI management with presentations to customers and clients
3. Management/interaction with CSMI engineers
4. Management of projects, staff schedules, clients, and in-office tasks
5. Managing multiple projects concurrently
6. Preparation of drawing/design packages, documentation/implementation lists, installation/equipment specifications and other related documents
7. Travel to site facilities for client meetings, field surveys, audits, facility documentation, client project management or field engineering, commissioning, and start-up support
8. Research of industry trends for use with current and/or new clients

## What you need to Succeed

1. Bachelor's degree in engineering preferred
2. Experience in Project Management
3. Knowledge of project documentation including drawing/design packages, installation/equipment specifications, technical/maintenance manuals, and other related documents
4. Proficient in Microsoft Office, Project, and other related programs
5. Leadership, interpersonal and communication skills for leading a team
6. Ability/flexibility to travel

## Career Path

1. The next step to advancement is Senior Project Manager
  - a. Or non-traditional next step, advancement in a direction of your choice
2. Qualifications shall include the following:
  - a. Proven performance in current position
  - b. Skills to consult with a client on technical issues and defining scope of work
  - c. Excellent leadership qualities in directing major project teams & staff
  - d. Demonstrates a thorough understanding of engineering operations and practices

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### **Work Environment:**

Environmental Conditions:  
x Work near moving mechanical parts  
x Typical office conditions.

### **Noise Level:**

Quiet  
x Moderate  
Loud

### **Physical Activity:**

x Sit, stand, walk, talk, and hear  
Reaching with hands and arms.  
Stoop, kneel, crouch or crawl.