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## Human Resources

### Project Manager (Field Service) Job Description

**Job Title:** Project Manager (Field Service)

**Location:** Turtle Creek, PA - USA

**Department:** Field Service

#### Role Purpose

This position is responsible for the planning, direction, and coordination of activities of designated projects to ensure that goals or objectives of projects are accomplished within prescribed time frame and funding parameters.

#### SECTION 1 – Key Responsibilities

- Manage allocated Customer key accounts and/or other allocated Projects ensuring they are completed on schedule and within cost.
- Responsible for designated accounts from project planning stage until the completion of all contractual delivery obligations, including project close-out review.
- Manage customer relationships ensuring a good interface with Brush Aftermarket and client interests.
- Coordinate all communications between the customer and the Company in a timely manner, from receipt of order through to the end of the contract or warranty period if applicable.
- Coordinate activity within internal departments for recruitment of project personnel and tooling.
- Maintain the control of the issue and amendments of the Project Inspection & Test Plan following handover of the project.
- Continual monitoring and issuing of all contractual documentation to the Customer.
- Continual monitoring of both actual and estimated project expenditure and where variances exist, ensuring investigation and identification of remedial measures where necessary.
- Regularly review project performance and report any significant issues of concern to senior management when the situation warrants.
- Report completion of project milestones to ensure on-time invoicing.
- Effectively negotiate and record customer project variations ensuring relevant internal departments are notified in a timely manner.
- Preparation of project reports for management, client or others.
- Ensure final project reports and workbooks are completed on time and in-full.
- Minimize the Company's exposure to liabilities and maximize any opportunity to improve project margins.
- Support proposal stage of projects by preparing Gantt charts and estimations for the tendering group.
- When customer needs require, is expected to extend their hours to meet specific customer needs that involves hours outside the expectations for the regular position workload.
- This job description is not to be regarded as exclusive or exhaustive and you may be required to undertake various duties as may reasonably be required of you by the Company.



## **SECTION 2 – Person Specification**

### **Qualifications or Functional Experience**

- Bachelors of Science Degree or equivalent and relevant work experience and/or training; or equivalent combination of education and experience.
- Valid driver's license.
- Certificate in Project Management a plus

### **Knowledge/Skills**

- Microsoft Office Suite which includes Excel, Word and Outlook.

### **Personal Attributes**

Applicants must be authorized to work in the US.

BRUSH Service reserves the right, upon a conditional offer of employment, to require the applicant to submit to and receive a negative result for drug and/or alcohol testing. In addition, employees are subject to both annual and random drug and alcohol testing during the course of employment.

It is our commitment at BRUSH USA to create a diverse environment and we are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

