

## Project Manager Job Description July 2015

### **Nature of Work / Position Summary:**

As a member of the APPLE SIGNS Team, the project manager will be responsible for engaging our clients at an early stage of planning to anticipate activity in order to identify potential opportunities to specify APPLE SIGNS product so that projects are delivered in a timely and profitable manner to achieve our team goals. This includes working on pre-bid aspects of the project, through punch-list. The project manager coordinates the flow of information between APPLE SIGNS, our customers, general contractors and the external project designers to ensure that correct and complete information is delivered in a timely manner to all parties involved in the project.

### **Essential Duties and Responsibilities:**

*(These essential functions are only illustrative)*

- Identify potential projects through daily activity with Clients and Design Consultants in order to project monthly, quarterly and yearly revenue.
- Prepare critical path timeline using ACT and Office Products. Communicate with customers, GC, designers and APPLE SIGNS internal organization the schedule and critical path that must be followed for successful project completion.
- Track and monitor the status of projects on a continual basis to ensure that scheduled milestone dates are met and work is performed in compliance with the project documentation and client standards.
- Oversee processing of order paperwork and monitor fabrication process through completion.
- Lead pre-fabrication kick off meeting to determine project delivery dates. Update schedule as necessary and distribute to the project team.
- Work with customer to receive timely authorization to proceed and work with accounting department to achieve on time billings.
- Participate in review of shop drawings and submit for approval/fabrication.
- Achieve on-time delivery of all aspects of a project. Meeting or exceeding customer satisfaction and expectations while being on or below budget.
- Issue budgets, quotes and bids and enter into APPLE SIGNS database. Includes working with the team to insure that all necessary information has been reviewed and confirmed including general specifications in bid documents.
- Coordinate submittal preparation and delivery information. Includes but is not limited to installation specifications, shop drawings, engineered footing drawings and color and finish samples.
- Assist in permit procurement process and site evaluation.
- Identify installers from APPLE SIGNS approved network. Work directly with installers to ensure accuracy of installation quotes and timely completion of all stages of the project from pre-installation walk-through to punch-list.
- Confirm successful completion of project with client, General Contractor and internal/external designer. Investigate and resolve outstanding punch-list items.
- Close out project with job cost analysis, issuance of reorder manual and final file maintenance.

### **Education, Training and Experience:**

- At least five years Project Management experience, the bulk of which has been attained within the signage industry.
- Bachelor degree preferred, though not necessary.
- A proven record of project delivery experience with profitable results.

**Success Factors (KSAs):**

*(The attributes listed below are representative of the knowledge, skill and/or ability required.)*

- Design Intent Documentation: knowledge of design intent documents and their consolidation into a PDP (project documentation package) design package.
  - Architectural Knowledge: ability to understand building types, architectural scale, basic site planning, and reading construction documents.
  - Knowledge of Codes: Understanding of codes and requirements needed to implement interior and exterior signage.
  - An understanding of manufacturing processes, procedures and standards.
  - Strong written and verbal communication skills.
  - Familiarity with graphic layout and typography.
  - Proven ability to meet deadlines.
  - Possess a strong working knowledge of following software and programs:
    - Microsoft Project
    - Microsoft Word
    - Microsoft Excel
    - CRM software
  - Possess a familiarity with the following software and programs:
    - Corel Draw programs
    - Adobe Illustrator
    - Corel Draw programs
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- Customer service oriented.
  - An advocate of collaborative teamwork
  - Makes a strong first impression consistent with the business as a whole
  - Responds well under pressure and has a sense of humor
  - Results rather than process oriented
  - Able to manage multiple projects in conjunction with one another and change gears easily
  - Good creative thinker with teamwork skills
  - Ability to articulate APPLE SIGNS issues and strategies
  - Comfortable with IT applications and management tools
  - Ability to demonstrate tact when managing and motivating people
  - Effective at controlling meetings and monitoring agendas and meeting reports

**Supervisory Responsibilities:**

**In-house Training Requirements: Software Training, Product Training, Project Management Process and Procedure Training.**

**Physical Demands: Travel, Site Surveys**

**Personal Protective Equipment: N/A**

**Work Environment: Primarily Office with some exposure to Plant. Occasionally construction site exposure.**

**Necessary Special Requirements:**

Will be required to perform other duties as requested, directed or assigned.

**1. How much time on the job is spent in the following physical activities?**

	<b>Never 0%</b>	<b>Occasionally 1-35%</b>	<b>Frequently 36-65%</b>	<b>Constantly 66-100%</b>
Standing		x		
Walking		x		
Sitting			x	
Talking, hearing				x
Feeling, Fingering, Grasping		X		
Climbing, Balancing		x		
Crouching, Crawling, Kneeling		x		
Reaching with Hands and Arms		x		
Tasting, Smelling	x			

**1. Does this job require that weight be lifted or force be exerted?**

	<b>Never 0%</b>	<b>Occasionally 1-35%</b>	<b>Frequently 36-65%</b>	<b>Constantly 66-100%</b>
Up to 10 pounds		x		
Up to 50 pounds		x		
Up to 100 pounds	x			
More than 100 pounds	x			

**2. Does this job have any special vision requirements?**

	<b>Never 0%</b>	<b>Occasionally 1-35%</b>	<b>Frequently 36-65%</b>	<b>Constantly 66-100%</b>
Looking at CRT			x	
Color Vision (identify and distinguish colors)			x	
Peripheral, Depth Perception		x		

**3. Does this job have exposure to the following?**

	<b>Never 0%</b>	<b>Occasionally 1-35%</b>	<b>Frequently 36-65%</b>	<b>Constantly 66-100%</b>
Dust		x		
Paint fumes		x		
Ink (screen printing)	X			
Aluminum dust		x		
Vinyl		x		
Welding sparks		x		
Polymer		x		
Polymer fumes		x		

**4. How much noise is typical for this job's work environment?**

	<b>Very Quiet</b> e.g. forest trail, isolation booth for hearing test	<b>Quiet</b> e.g. library, private office	<b>Moderate Noise</b> e.g. business office with keyboards/ printers, light traffic	<b>Loud Noise</b> e.g. metal can manufacturing, large earth moving equipment	<b>Very Loud Noise</b> e.g. jack hammer work, front row rock concert
<b>Noise</b>			<b>x</b>	<b>x</b>	

Note: These statements are intended to describe the general nature and level of work involved for this job. It is not an exhaustive list of all responsibilities, duties and skills required of the job.

I have received and understand this information.

\_\_\_\_\_  
Employee Date: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_