

Position Title: Project Manager
Division: ESCO Automation
Status: Full-Time
Typical Working Hours: 7:30 a.m. to 4:30 p.m.
May be required to work extended hours including holidays and weekends due to the 24 hours, 7 days a week, 365 days a year type of service the ESCO provides its clients.

Background/Work Experience Required:

To be considered, candidates should have:

- Bachelor's degree (B.S.) in engineering from an accredited college or university and six or more years of related experience; or
 - Associate's Degree (A.A.S.) or equivalent from a two-year technical school with eight or more years of related work experience; or
 - Candidates without a degree require ten or more years of related work or industry experience.
- Six or more years of experience with the design, programming and commissioning of industrial control systems.
- Four or more years of expertise in the food, grain processing or seed industries.
- Two or more years of project management and project team leadership.
- Two or more years of project estimating, proposals and working with clients during the sales process.
- Demonstrated to be highly proficient with computer technologies including but not limited to, Windows 2000 and XP Operating Systems, computer networking and the use of Microsoft Office Word and Excel.

Responsibilities and Duties:

The ESCO Group Project Manager will be responsible for, but not limited to:

- Work with Project Engineers to develop and execute strategies to retain and improve business with key accounts and possible new accounts.
- Serve as primary developer of all proposals, estimates and other sales related activities. Effectively utilize Project Engineers or Technical Managers in this process for input on

technical solutions and review of estimates. Also utilize Project Engineers to increase span of influence within accounts, as not to be a bottleneck to growth, and allow Project Engineers with the opportunity for career growth.

- Serve as the primary point of contact with accounting regarding project status, sales forecasting, billing, account receivables, and other business related activities for assigned accounts.
- Communicate regularly with the Director of Automation Operations to keep them informed of any project issues, resource needs, sales and budget deviations, and other team related activities.
- Work with the Director of Automation Operations and other Account Managers to ensure that we maintain a consistent, sustainable workload across the entire division.
- Prepare for and lead all weekly team meetings.
- Manage and lead projects that do not have a Project Engineer assign, providing client contact, project management and leadership for the project. When unable to fulfill the technical competency found with a Project Engineer, the Account Manager should establish technical resources for members of the team to go to if problems or questions arise.
- Utilize, support and enhance ESCO Automation's standards and best practices.
- Understand and follow all safety, conduct and policy requirements established by the ESCO Group and clients.
- Maintain a clean and safe work environment that represents a professional company image. Keep works space, desks, test benches and tables clean and organized on a daily basis.
- Provide regular quality assessments of work performed by others.
- Other duties and responsibilities as assigned or deemed necessary by management.

Interpersonal Skills/Characteristics:

- Self-starter that exhibits a high level of initiative and resourcefulness.
- Excellent organizational and time management skills.
- Excellent written and verbal communication skills.
- Excellent customer service skills
- Excellent teamwork and teambuilding skills

- Excellent supervisory skills
- Ability to alter schedule, direction, and/or tasks for the benefit of the project, client or company, with a professional and pleasant attitude.
- Work produced demonstrates excellent attention to detail and accuracy.
- Able to effectively communicate and train others in areas of expertise.
- Able to effectively delegate and utilize the strengths of members of the team, providing opportunities for growth of the account, team members and self.

Travel Requirements:

Able to accommodate up to 25% of overnight travel for services at clients facilities that are out of town. The amount of travel is largely dependent upon project scope, schedule, and assigned tasks.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Physical activity such as climbing up and down stairs (may be several flights) and or ladders, and walking long distances while carrying equipment

*****All necessary personal protective equipment is provided to meet and in some instances exceed OSHA Regulations.***

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, risk of electrical shock, and vibration.
- The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; and extreme heat.
- The noise level in the work environment is usually moderate, but may be exposed to very loud areas.

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