



## **Project Manager Position Description - Overview**

The Project Manager [PM] manages the logistics of fulfilling materials sold to Construction General Contractors. Project Managers will have 20 to 50 jobs in process at any given time. The PM is responsible for completing tasks in a timely and quality manner so that material arrives to the construction site when it is needed and solving problems related to the successful installation of the materials American Direct sells to the General Contractor. Leading measures of the PM's success include backlog accuracy, change order days outstanding, over 30 days stored work in process, percentage of no charges to customer and margin improvement.

### **Position Requirements**

- Education - College degree preferred or equivalent experience in the construction industry.
- Work Experience – 1-2 years experience in the construction industry, preferably with emphasis in the specific fields of Doors, Frames, Hardware and Specialties.
- Job Specialties - Doors, Frames, Hardware and Specialties.
- Certifications or licenses required – None.
- The position reports to the Client Account Manager

### **Duties and Responsibilities**

- Generate material requisitions, obtain materials in a timely manner
- Establish and meet material installation deadlines
- Coordinate lead times of buy-out materials for “on time” delivery to customer
- Order entry for all products
- Initiate steps to improve job performance (Improve upon delivery, schedule, obtain better cost on materials, minimize or eliminate mistakes or down time)
- Inform jobsite via fax or phone of shipping status
- Order tracking for all products
- Write delivery tickets
- Organize information and maintain up-to-date file binders and computer spreadsheet
- Obtain accurate information regarding project status through job site visits, progress meetings and communications with Service Fulfillment Coordinator
- Purchasing of “Specialty” items
- Pricing of “Extras” to contracts
- Provide accurate monthly shipping report to Service Commitment Coordinator
- Develop/maintain Service Fulfillment forms
- Perform computer file maintenance on all Service Fulfillment files



## Expectations

- Maintain open communication with all company departments
- Anticipate potential bottlenecks and plan accordingly
- Be flexible in handling rush projects
- Develop and maintain good customer relations
- Utilize overtime in a manner to meet production schedules
- Maintain job costs within budgeted hours
- Get materials back when the materials cannot be invoiced

## Instructions

This checklist is attached to each job description. It assists in understanding the job demands placed on an individual when doing their assigned work and can be used to determine reasonable accommodation when requested. Use this scale to rate:

1. = Not applicable for this job.
2. = Minor - Activity or condition exists less than 20% of work time.
3. = Moderate - Activity or condition exists between 20-60% of work time.
4. = Major - Activity or condition exists 60% or more of work time.

## Associate Engineer Position Description

<b>Job Title:</b> Associate Engineer	<b>Job Group:</b> Prof & Tech	<b>Reports to:</b> Chief Engineer
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Physical Demands							
Rating		Rating		Rating		Rating	
Standing	1	Lifting	1	Climbing Stairs, Ladders	1	Reaching, Handling	1
Walking	1	Carrying	1	Stooping, Crawling	1	Hand-Eye Coordination	1
Sitting	3	Pushing	1	Turning, Twisting, Bending	1	Foot-Hand-Eye Coordination	1
Speaking	2	Hearing	1	Sight	3	Depth, Color Perception	1



Working Environment							
% Time		% Time		Rating		Rating	
Inside	100	Outside	0	Constant Cold/Heat	1	Fumes, Odors, Mist, Dust	1
<b>Unavoidable Hazards</b>				Moisture	1	Humidity	1
				Ventilation	1	Noise	1
Mechanical	1	Electrical	1	Lighting	1	Oil/Grease	1
Burns	1	Heights	1				

Mental Requirements			
		Rating	Rating
Understand and carry out oral instructions.		3	Read and carry out written instructions.
Read/interpret prints, sketches, layouts, specs, etc.		4	Provide analysis and prepare detailed records
Work under pressure.		3	Work rapidly for long periods.
Work with minimum amount of supervision		2	Set up and operate machine/tools.
Plan/ schedule flow of materials or products		4	Compute, problem-solve & make calculations.
Inspect, examine and observe for mistakes or defects		4	Specialized knowledge of processes.
Plan/Coordinate work activities		4	Work as a member of a team.