

JOB DESCRIPTION

VICTORY ENERGY OPERATIONS, LLC.

POSITION:	Project Manager I	ISSUE DATE:	2/23/2010	
REPORTS TO:	Project Management Manager	JDA:		
JOB CODE(S):		GRADE:	I	FLSA: E

OVERALL JOB PURPOSE:

The Project Manager (PM) plans, directs, and coordinates activities of projects to ensure that goals or objectives of projects are accomplished within prescribed time frame and funding parameters.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Serves as the focal point for VEO's customers to ensure that VEO meets or exceeds the customer's expectations.
- Takes necessary action to lessen project risks, and to ensure that each project reaches maximum profitability.
- Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing projects, and allotment of available resources to various phases of projects.
- Establishes work plan for each phase of project; arranges for assignment of project personnel.
- Confers with project staff to outline work plan and to assign duties.
- May manage sub-contractors and their workforce.
- Directs activities to ensure project progresses on schedule and within prescribed budget.
- Reviews project reports and modify schedules or plans, as required.
- Prepares project reports for management, client, or others.
- Confer with project team to provide technical advice and resolve problems.

OTHER JOB DUTIES:

- **Negotiation Phase**
 - Assist Sales and Marketing in coordinating technical/procurement scope issues.
- **Project Initiation Phase**
 - Works with Sales in transitioning the project.
 - Prepares and issues the Project Execution Plan (PEP).
 - Directs customer and internal kick-off meetings.
- **Project Execution Phase**
 - Responsible for project schedules and costs.
 - Responsible for Risk Management including identification, analysis and response.
 - Approves budget variance reports, including mitigation plan.
 - Initiates and coordinates with VEO Field Services Manager.
 - Monitors resolution of field problems and back charges.
 - Monitors start-up and testing.
 - Responsible for contract closeout and over sees Warranty coverage.
 - Responsible for timely invoicing and customer payments.

ESSENTIAL JOB QUALIFICATIONS:

- B.S. in Mechanical Engineering or Chemical Engineering, M.S. or P.E. license desirable. Or, comparable working experience in the manufacturing industry.
- Excellent interpersonal skills with ability to represent the Company before customers.

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General Skill Sets:

- **Communications**
 - Writes clearly, concisely, and persuasively; speaks tactfully and convincingly.
- **Problem Solving**
 - Ability to evaluate situations, review options, and make logical and practical decisions.
- **Flexibility / Versatility**
 - Able to learn new approaches; accept constructive criticism; perform well under pressure.

- Initiative**
 - Ability to take action without specific direction, to originate and develop ideas.
- **Cost Performance**
 - Ability to maximize productivity with existing resources.
- **Quality of Work**
 - Evidence of professional and technical proficiency; completeness, accuracy.
- **Professionalism**
 - Appropriate attitude, actions and work attire for position; committed to professional growth.
- **Quantity of Work**
 - Acceptable work within allotted time, thoroughness, accuracy and acceptability of the work completed.
- **Leadership**
 - Ability to inspire teamwork and high moral; able to obtain results through others.
- **Development of Others**
 - Recognizes and seeks to develop the ability and skill of associates and subordinates.