

JOB DESCRIPTION

VICTORY ENERGY OPERATIONS, LLC.

POSITION:	Senior Project Manager	ISSUE DATE:	03/08/10
REPORTS TO:	President	JDA:	
JOB CODE(S):		GRADE:	FLSA:

OVERALL JOB PURPOSE:

The Senior Project Manager (SPM) is responsible for the contract scope, budgeted profit/loss, contract schedules and customer relations for the assigned projects. In fulfilling this responsibility, the Senior Project Manager plans, organizes and manages project execution according to established protocol.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Serves as the focal point for customers, managing that relationship to ensure that customer expectations are met.
- Functions as the project team leader, and he oversees the actions required by VEO that enable our customers to be successful.
- Identify and take necessary action to reduce project risks, and to ensure that each project reaches maximum profitability at completion.

OTHER JOB DUTIES:

Specific actions taken by the SPM during different phases of a project are outlined below. If any required actions cannot be performed or resolved in a timely manner, the SPM shall escalate the action to the next highest level of management.

- **Negotiation Phase**
 - Assist Sales and Marketing in coordinating technical/procurement scope issues as may be requested.
- **Project Initiation Phase**
 - Works with Sales and Marketing for smooth hand over of the project.
 - Works with various business units and organize the Project Team.
 - Prepares and issues the Project Execution Plan (PEP), including schedule, after discussions with various business units.
 - Holds customer and internal kick-off meetings.
- **Project Execution Phase**
 - Responsible for customer interface and customer satisfaction.
 - Responsible for scope management.
 - Responsible for project schedules and costs.
 - Monitors technical performance including design reviews with VEO Engineering Team and Engineering/Technology deliverables.
 - Oversees procurement/fabrication, approves major purchases.
 - Monitors shipping/delivery.
 - Ensures effective project communications.
 - Responsible for resolution of backcharges on a prompt basis.
 - Mentors Project Team.
 - Responsible for Risk Management including identification, analysis and response.
 - Approves budget variance reports, including mitigation plan.
 - Initiates and approves erection subcontracting (as applicable).
 - Initiates and coordinates with VEO Field Services Manager.

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- Monitors resolution of field problems. and backcharges.
- Monitors start-up and testing.
- Responsible for contract closeout.
- Oversees Warranty coverage.
- Responsible for timely invoicing and customer payments.

General Skill Sets:

- **Communications**
 - Writes clearly, concisely, and persuasively; speaks tactfully and convincingly; listens well; share work related information; must be computer literate and capable.
- **Problem Solving**
 - Ability to evaluate situations, review options, and make logical and practical decisions; use of independent thought, originality and reasoning; ability to prioritize work and timely implementation of workable solutions to problem.
- **People Skills**
 - Ability to establish and maintain effective relations with others, and tolerant of others' work styles at all levels of the organization. The exercise of authority or the response to criticism is done in a tactful manner.
- **Flexibility / Versatility**
 - Ability and willingness to learn new approaches; willingness to accept constructive criticism; ability to adapt to changing demands of the work; ability to perform well under pressure.
- **Initiative**
 - Ability to take action without specific direction, to originate and develop ideas; voluntarily start projects and attempt non-routine jobs and tasks; proactive; ability to see beyond immediate assignment in order to achieve results; seeks to enhance or enlarge professional skills; display energy and enthusiasm.
- **Cost Performance**
 - Ability to maximize productivity with existing resources; considers cost effects of own work on the company.
- **Quality of Work**
 - Evidence of professional and technical proficiency; completeness, accuracy, neatness of work; conformance with departmental standards.

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- **Professionalism**
 - Display of appropriate attitude, actions and work attire for the position; maintenance of own work area; commitment to professional growth. Take responsibility for actions, amount of supervision required; a skill level that inspires respect and confidence.
- **Quantity of Work**
 - Volume of acceptable work within allotted time compared with job requirements; value of the work produced and the thoroughness, accuracy, neatness, and acceptability of the work completed; productivity.
- **Leadership**
 - Ability to inspire teamwork and high moral; constructively influence the performance of others; able to obtain results through others.
- **Development of Others**
 - Recognizes and seeks to develop the ability and skill of associates and subordinates.

ESSENTIAL JOB QUALIFICATIONS:

- B.S. in Mechanical Engineering or Chemical Engineering, M.S. or P.E. license desirable. Or Minimum 7 years experience in manufacturing.
- Excellent interpersonal skills with ability to represent the Company before customers.