

## Technical Project Manager – Hayward, California

Date: July 13, 2020

Location: Hayward, CA, US

Company: HSQ/RailWorks

The ideal Technical Project Manager has a background in Control System Engineering with the additional ability to perform the duties and tasks of a Project Manager.

The candidate will manage and coordinate all aspects of System Integration projects, including executing plans, organizing, budgeting, and cost reporting. They will be required to oversee and identify system implementation details and submittal proposals to customers to ensure compliance with the design and are presented for achieving a “No Exceptions” status.

The qualified applicant shall be able to see a project through all phases of design, including review of contract specifications, comprehension of system P&IDs, generation of I/O lists, and knowledge of electrical circuits. Experience in field startup and troubleshooting is preferable.

The holder of this position will report to the Director of Projects and Operations. This will ensure that the goals and objectives of each project are accomplished on schedule and within budget and that quality and safety standards are met. This position will be responsible for supervising the assigned resource staff and achieve the goals and objectives for project execution.

### **Primary/Essential Duties and Responsibilities:**

- Review project proposals or plans to determine the time frame, procedures for accomplishing project staffing requirements, and allotment of available resources to various phases of the project.
- Generation and development of system design and/or programming shall be required in the event a resource pool is not available.
- Ability and experience of a Control System Engineer and able to perform the tasks of project system engineering.
- Provide a proactive approach for all project issues, including scheduling, change orders, submittals, design issues, project work directives, project escalation costs, and claims.
- Coordinate with department managers to establish work plans and staffing for each phase of the project.
- Oversee the administration of the project that may have a limited number of people reporting to them.
- Ensure that project activities comply with all specified regulations.
- Verify estimates are based on a detailed review of proposal specifications.
- Attend and/or lead meetings with project staff and management to communicate information related to each function’s needs concerning project requirements.

- Responsible for coordinating schedules and budgets and providing regular reports to the business head.
- Assist with resolution of any problems that may arise during project execution.
- Monitor the efficient use of materials and equipment and the contractual performance of the project; confer with project staff to ensure that assigned duties and responsibilities are performed per agreed upon expectations.
- Coordinate financial aspects of contracts with the appropriate internal/external functions and business heads.
- Supervise and coordinate onsite activities and provide day-to-day direction for the assigned project team in coordination with other department heads.
- Ensure that quality, productivity, and safety standards are met.
- Provide technical assistance and make recommendations.
- Monitor that safety programs are implemented for the assigned projects as well as compliance with company safety standards.

**General/Other Duties and Responsibilities:**

- Represent the company in project meetings.
- Assist with preparation of written reports and/or updates (internal and external) for management, client, and project team, to ensure a clear understanding of project status.
- Generation and development of system design and or programming shall be required in the event the resource pool is not available to maintain the project schedule.
- Certify that hardware and software are working properly and in accordance with the specifications.
- Interpret project specified requirements for design and provide viable design solutions within the project design criteria and budgets.
- SCADA design and logic controls experience and reporting.
- Strong process controls in the Power Plant field as well a strong background in Water and Wastewater controls.
- Prepare and compile information for the generation of project submittals.

**Required Skills and Qualifications:**

- Bachelor degree (BA/BS) from a four year college or university; or five years related experience and/or training or equivalent combination of education and experience.
- At least three to five years of business experience, preferably in construction management, control system engineering, or a related industry. Must have a working knowledge of construction industry, system integration practices, methods, processes, and standards and their impact on project activities.
- Minimum of five years' experience in designing, programming, and commissioning automated control systems (SCADA) and network infrastructure.

- Demonstrate a working knowledge of basic project accounting, project controls (cost, schedule, change management, etc.), material management, contract management, subcontract management, safety, and quality.
- Exhibit strong management skills and the ability to lead and motivate personnel.
- A track record of advancement with increasing levels of responsibility in their previous assignments.
- Full understanding of scheduling software, Microsoft Project or Primavera 6.
- Strong client relations and organizational skills.
- Computer skills – Project Management software, Excel, Word, Internet, database, design, and project specific applications.
- Language skills – ability to interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.
- Mathematics – ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Reasoning Ability – solve practical problems and deal with a variety of variables in situations where only limited standardization exists. The ability to interpret a variety of instructions furnished in written, oral, and diagram or schedule form.

#### **Physical Requirements and Working Conditions:**

The physical demands and work environment 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

- Travel up to 15% for the purpose of inspecting, project meetings, commissioning, and other project related tasks.
- Physical Demands – includes, but is not limited to, frequently listening, talking, sitting, standing, walking, climbing and balancing, stooping kneeling, crouching and crawling. Sufficient manual dexterity and eyesight.
- Work Environment – work in office and field environments including wet or humid conditions, work near moving mechanical parts, work in outdoor weather conditions, work in areas with risk of electrical shock, and work in proximity to moving on-rail vehicles.

#### **Equipment to be Used:**

- Computer
- Phone
- Digital multimeter

*This job description is not intended to represent a complete, comprehensive list of all duties and responsibilities that may be required in this position. There may be unplanned activities and other duties as assigned.*

Submit resumes for consideration to: [jimenez@hsq.com](mailto:jimenez@hsq.com).