



JOB DESCRIPTION

Project Manager

SUMMARY

Senior Project Manager for MMBR Systems, LLC. Responsible for project execution for technically advanced wastewater treatment equipment and systems in accordance with customer requirements, target profit margins, and committed schedules. Verifies mechanical, electrical, and hydraulic design, and equipment selection of each project. Serves as the main project contact and ensures that contract requirements are scheduled and successfully completed. Performs advanced design work using independent judgement in making adaptations and modifications. Works with internal and external customers to deliver accurate mechanical, civil, and schematic drawings. Values work-life balance. Always curious to learn more about our business and the industry.

WORKING ENVIRONMENT

- ~90% office atmosphere, flexible hours, some working from home.
- ~10% travel (clients, vendors, jobsites, and operating plants).

RESPONSIBILITIES & EXPECTATIONS

- Responsible for the P&L of each assigned project.
- Prepares project plan for sales order in compliance with agreed upon scope of supply and customer expectations.
- Reviews sales order documents and ensures scope of contract is clearly defined.
- Verifies project designs are sound and in compliance with all contract documents including technical specifications, contractual obligations, industry standards, and federal, state, and local regulations.
- Prepares project submittals and related materials that are technically and commercially accurate and conform to established guidelines.
- Serves as primary external and internal customer contact from award of PO to customer acceptance of finished project.
- Enters detailed bill of materials to procure all project deliverables.
- Manages equipment delivery logistics and timeframes.
- Generates fabrication, erection, assembly, standard, design and project drawings.
- Provides technical assistance to Sales and Technical Services that may include attending offsite meetings, assisting with onsite work, and light assembly.
- Responds to questions from internal and external customers pertaining to drawings, assigned projects and general technical inquiries.
- Contributes to product improvement and development.
- Works with Project Managers, Field Service Technicians, and other internal resources to verify sound designs.



- Supports and backs up other Project Managers as required.
- Checks the work of other Designers.
- Travels for onsite project kickoff meetings, progress inspections, and other types of consultations.

REQUIRED SKILLS & COMPETENCIES

- Required 2+ years of technical school with 7+ years design experience, or equivalent combination. May require specialized work experience related to product line or discipline.
- Required 2+ years working with MBR Systems.
- B.S. degree in Engineering, Sciences and/or Business with 5+ years of project management experience in a Project Manager position requiring specialized product knowledge, or equivalent combination of education and experience.
- Ability to read, interpret and comment on schematics, mechanical and civil drawings, and specifications.
- Basic understanding of electrical control systems and PLC programming.
- Working knowledge of applicable codes, industry standards, and quality control procedures.
- Proficient with Inventor and other company software packages.
- Demonstrated verbal and written communication and interpersonal skills.
- Walking, climbing stairs, climbing on or around equipment, sitting, standing, bending, reaching, and lifting (35 lbs) may be required at times.

BENEFITS OF EMPLOYMENT

- Competitive salary and benefits, including 401K and medical, dental, and vision insurance for employees and their families.
- Paid vacation is available, commensurate with experience.
- All MMBR employees are also owners of our business. Their voice is heard, and they benefit from our success.
- Schedules are flexible and working from your home is available.
- Relaxed office culture, with easy access to share your successes and/or express your concerns to top management.