

JOB DESCRIPTION OF A PROJECT MANAGER

Experience:

3 - 5 years in Project Management of systems design and construction in a/v or related computer/telephone industries.

Job Skills:

Command of Microsoft Project or related scheduling software tools.

Can implement effective planning, scheduling, and management of materials and labor resources using CPM (Critical Path Method) and PERT (Performance Evaluation Reporting Technique)

Must type 40 wpm.

Must have knowledge of word processors and spread sheets.

Possesses knowledge and skill in the process of building:

- Audio for speech reinforcement

- Audio for program playback

- Video for TV Studios

- Video for presentation and display.

- Knowledge in control system operation and configuration.

- Knowledge in power systems as it relates to a/v.

- Knowledge in computer technology as it relates to a/v

Must know how to decipher architectural and engineering drawings.

Must have fundamental understanding of electronics

Must know how to read and draw schematics

Personal Skills:

Communicate effectively in both written and verbal manner to management and subordinates alike.

Communicate effectively to all related trades as well as to the customer.

Manage and execute projects effectively through allocated resources.

Knowledge/Education:

Bachelor's Degree in Engineering, Electronics engineering, Management, and Computer Science.

Possesses knowledge:

- Fundamental of acoustics

- Audio for speech reinforcement

- Audio for program playback

- Video for TV Studios

- Video for presentation and display.

- Knowledge in control system operation and configuration.

- Knowledge in power systems as it relates to a/v.

- Knowledge in computer technology as it relates to a/v

- Fundamentals of Auto Cad

Career Path:

Management path:

The Project manager should be able to advance to Senior Project Manager with several project managers, designers and related support staff.

Technical Path:

This person can advance their technical skills to achieve expert status and engage in Consulting and/or Systems designer.

Sales path:

Depending on the persons selling skills this person can move into sales by demonstrating their abilities to bid effectively on projects or convincing customers to purchase more product and/or services.

Responsibility:

Manage and turnover a system of uncompromising quality that exceeds all written specification and customer expectation.

This person must execute his/her job under the guides of total quality management and premised on the philosophy of Edward Demings.

To obtain the highest customer rating possible

Confirm that the design (whether consultant or UTS) will work. Confirm Engineering and Project Management check list. Update all check lists as a function of the job.

Insure conformance between the equipment list, drawings, and specifications.

Initiate project according to procedures established in the Operations Manual. It is critical that the project Manager understands that his/her role generated revenue by primarily saving cost and time. In addition, the Project Manager is in a unique position to generate "extra" revenue by locating where improvements can be made that benefit the customer.

Coordinate ordering and delivery of equipment on time.

Coordinate between designer, client, and associated trades. Maintain project schedule in accordance with the project's plan.

Meet all established milestones.

Work very closely with the in shop supervising technician in laying out the cable forms and equipment location to insure optimum performance as if they were in the field.

Oversee the implementation (via submittal of approved drawings) and final fabrication of custom metal work, wood work, etc.

Perform thorough testing and staging. Use the Operations Manual section on field report system performance.

Conduct proof of performance test.

Get the approval of a colleague of quality assurance before system shipment. Bring the project in under the estimated merchandise cost and labor as well as miscellaneous pass along cost.

Oversee shipment.

Supervise field installation.

Perform acceptance test with consultant and/or client.

Hand over complete documentation package including completion certificate.

Conduct client training.

Strive at every opportunity to exceed customer expectations and to obtain the highest customer rating possible.

Get system formally accepted by getting the customer to sign the Acceptance Form.

**Every project Manager/Engineer is expected to have a thorough understanding of the Engineering principles, applications, as well as test procedures. The Project Manager must be completely knowledgeable with the build process outlined in the Operations Manual. The Project Manager will undergo various questions testing his/her knowledge throughout the course of his/her projects.

The advancement of the Project Manager is a direct result of how well the above responsibilities are performed.

Measure the customer's appreciation as described by the "Customer". For example, some customers prefer quality customer service instead of lowest pricing. Others timing and delivery is of utmost importance. Therefore, in order to exceed the customer's expectation, a clear definition from the customer must be established at the beginning.