

# TRIPLE “S” INDUSTRIAL CORPORATION

## **JOB TITLE: Project Manager**

**JOB DESCRIPTION:** Plans, directs, and coordinates activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters.

**JOB DUTIES:** Reviews project proposal and plan(s) to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Maintain schedules and tracks budget to ensure profitability - Organizes various crafts and delegates manpower for each phase of the job, Coordinates work efforts between various subcontractors, Confers with project staff to outline work plan and to assign duties, responsibilities, and scope of authority. Directs and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget. Reviews status reports prepared by project personnel and modifies schedules or plans as required. Prepares /Reviews and presents project reports for management, client, and staff. Confers with project personnel to provide technical advice and to resolve problems. Project Manager is responsible for maintaining a safe working environment including execution of Pre-task safety meeting, JHA, JSSA, and client specific safety requirements and the pace and attitude of the project. Maintains client relationships and engages in the sales process by proving solutions to clients. Project Manager oversees project activities with the highest accountability for the safe completion of the project.

**EXPERIENCE REQUIREMENTS:** Minimum of 5 years supervisory experience in the petrochemical / refinery construction industry.

**SPECIAL QUALIFICATIONS:** Must be capable of working from written or verbal instructions given by management. Must possess the ability to direct- sub-management and lead workers. The ability to work together with Client and other Contract representatives as part of a group, the ability to accurately communicate ideas, instructions, questions, problems, solutions. The ability to accurately receive questions ideas and direct, problems and provide instructions, solutions or feelings understanding of the nature and causes of accidents, appreciative of the effects and seriousness of accidents and mitigate hazards presented. The ability to produce and track a basic budget and understand a basic financial statement interpret and communicate alignment sheets. Knowledge of and basic proficiency with MS office products (Excel, Project, Word, etc.).The Project Manager is held accountable by Triple “S” Industrial Corporation management for the safety effort of the project, they are responsible for actions to prevent accidents - is not accident prone and does not have a history of chronic unsafe behavior.

**NATURE OF WORK ENVIRONMENT:** Some work will be performed in an outdoor setting or, on occasion, in properly permitted confined spaces. This includes, but is not limited to, refineries, petrochemical facilities, docks, lay-down yards, equipment yards, storage facilities, tank farms, towers, vessels, heaters, pipe racks, steel structures, fabrication shops (both permanent and temporary), and other related facilities. Employee may expect to be required to work in extreme conditions: heat, cold, rain, high noise, dust, etc. Job requirements may also dictate that the employee be required to work scheduled and/or unscheduled overtime, including holidays and weekends. In addition, some jobs may require working at night. Employees may also be required to work in environments that require the use of fresh air breathing devices, respirators, full chemical suits or other special Personal Protective Equipment.

**PHYSICAL REQUIREMENTS:** The ability to verbally communicate alarms or warnings clearly, concisely, loudly and quickly, to clearly and quickly hear or otherwise sense alarms or warnings and take appropriate action, maintain equilibrium to prevent falling when moving, walking, standing, kneeling or crouching - particularly on narrow, uneven, irregular, slippery surfaces, going up or down ladders, stairs, scaffolding, ramps, poles or other objects using hands, arms, feet or legs. Moves about on hands and feet, bending the body downward and forward bending leg and spine - working in a bent over position. Sensing physical attributes such as size, shape, temperature, texture or sharpness of an object by touching. Foot agility and dexterity - operating pedals, foot controls, kick bars and other similar tasks that require foot or toe motion. Grasping, gripping or applying pressure to an object with the fingers and palm, holding an object in the hand. The ability to clearly and concisely perceive sounds, the ability to hear and understand detailed oral communications, the ability to hear warning signals and alarms given verbally and mechanically. Lifting, raising or lowering objects in a vertical direction, particularly heavy or bulky objects. Moving objects backward, forward, in or out in a horizontal direction, particularly heavy or bulky objects. Pulling, exerting a steady backward, downward, upward or outward force against an object - jerking, plucking, wrenching, stretching, towing, drawing, dragging or tugging objects in a sustained motion. Pushing, pressing against something with steady forward, downward, upward or outward force - shoving, pushing, compressing, squeezing, mashing, packing, pressing, jamming, compacting, or squashing objects in a sustained motion. Reaching, extending the hand(s) and/or arm(s) in any direction. The ability to see, read and understand written communications: including directions, instructions and warning signs, to see and distinguish colors, to visually distinguish shapes and patterns, to accurately sense distances (depth perception), to accurately see objects and detect motion at wide angles (peripheral vision). Bending the body downward and forward by bending the spine at the waist, using the lower extremities and back muscles and moving on foot, particularly for long distances.

**EMPLOYEE RESPONSIBILITIES:** Employees signature below affirms that the employee understands, agrees to, and will abide with, the following terms:

1. Employee is qualified and willing to perform duties as outlined in the sections titled “Job Description,” “Special Qualifications,” “Nature of Work Environment,” “Physical Requirements,” “Employee Furnished Tools,” “Employee Responsibilities,” and elsewhere.
2. Employee agrees to perform all work and conduct him/herself in accordance with all Triple “S” Industrial Corporation, client, and governmental safety guidelines, and work policies.
3. In accordance with the “Worker Readjustment Act”, the employee acknowledges that he/she is being hired for a temporary construction job. The employee also acknowledges that his/her employment may be terminated at any phase of this project, with or without cause, solely at the discretion of Triple “S” Industrial Corporation or its assigned representative(s).
4. Failure to disclose any condition that would prevent the employee from performing his/her assigned duties is grounds for immediate termination of the hire-in process or employment.
5. I understand and can perform this job with or without reasonable accommodation.