



## **Job Description: Project Manger Level II**

### **Job Title:**

Project Manager

### **Status:**

Salary, Level II

### **Reports to:**

Director of Engineering

### **Job Summary:**

The purpose of this job is to support VPW product development and manufacturing needs for lithium-ion battery systems, and the research and development of energy storage technologies.

This Project management position is responsible for the coordination and completion of projects on time within budget and within scope. The project manager oversees all aspects of projects, sets deadlines, manages workload, monitors progress and reports to VPW management.

The Project Manager works directly with customers and suppliers to ensure deliverables fall within the applicable scope and budget. He/she enhances department and organization reputation by accepting ownership for resolving new and different requests/requirements; exploring opportunities to add value to VPW solutions and relationships.

The position requires a hands-on contributor. The person in this position will operate within a team and be able to work self-sufficiently with minimal need for oversight or detailed direction to develop products that meet VPW project targets of quality, cost, and timing.

### **Essential Job Functions:**

- Communicate efficiently and with integrity, managing issues across the projects before customer or team challenges arise. Communicate the essential details at the right time to the right people in the proper structure. Escalate concerns early and often.
- The Project Manager leads or participates in integrated project teams and develops project plans, Work Breakdown Structure (WBS), task schedules, GANTT charts, Pareto diagrams, PERT charts, and project reports utilizing standard software tools.
- Ability to understand and release through manufacturing relevant engineering drawings, including electrical/electronic system diagrams, network communication diagrams, schematics, wiring, and components.
- Ability to develop complex Work Breakdown Structures (WBS), resource leveling, and cost estimates for projects above \$500K with minimum supervision.

- Assists other with special projects involving the development of manufacturing and testing systems.
- Conforms to safety standards as prescribed.
- Performs other duties as assigned.

### Minimum Requirements:

- 3+ years of experience of project management in the Engineering, Manufacturing, or Product Development spaces.
- Highly effective verbal and written communication skills are necessary. Must work with all levels within the organization and produce clear and concise reports of relatively complicated issues.
- Excellent organizational, interpersonal, analytic, and time management skills. Strong organization and project management skills with ability to multi-task and manage multiple projects and priorities.
- Possesses a thorough knowledge of the interdependencies among continuous improvement throughout an organization and our partners.
- Proficient at Microsoft Office, Windows10; Visio, PowerPoint, SharePoint, Excel, Outlook, and Microsoft Project. Knowledge of Oracle and NetSuite software environments is desired.
- Ability to work in cross-functional teams and make decisions on technical matters. Work with engineering and customers to capture the project requirements and needs to arrive at optimum solutions.
- Must have developed and gone through the life cycle of the product.
- Self-motivated with the ability to manage multiple tasks.
- Prior experience with battery systems and battery product development is a strong plus.
- Must possess and maintain a valid Driver License.

### Knowledge, Skills, and Abilities:

- Knowledge and experience in cross-functional management methods and techniques. Knowledge of IT applications, processes, software, and equipment. Ability to work with all levels of management and to influence and support development of recommendations that are cost effective and productive.
- Experience in PCB manufacturing, understands safety/UL requirements, understands different compliance standards like IEC, Gerber files, manufacturing practices, understands NPD processes, transitioning of NPD to Mfg, and understands the interface of PCBAs with mechanical components.
- Overall understanding of DFMEA, Six Sigma principles and tools, 8D problem solving, and manufacturing/assembly.
- Requires the ability to display knowledge of occupational hazards and safety precautions.



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- Always acts professionally and courteously, representing VPW's highest standards of business conduct, exhibits a positive attitude, sharing information with co-workers as appropriate, and works to promote a cooperative, productive teamwork environment.
- Requires the ability to supervise employees developing, installing, or repairing technology systems.

### **Physical Demands:**

While performing the essential functions of this job the employee is regularly required to sit, stand, and walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 100 pounds. The work also requires the following physical abilities to perform the essential job functions: grasping, hearing, mental acuity, pushing, pulling, repetitive motion, talking, and visual acuity.

### **Working Conditions:**

Employees in this position work in a dynamic environment that requires sensitivity to change and responsive to the evolving goals, priorities, and needs.

### **Compensation Plan:**

Full Time

Salary Range 50K to 65K DOE