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Various Project Assignments

Position: Project Manager

Location:	Various Locations
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Length of Project:	TBD
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Project Start Date:	TBD
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Work Schedule:	TBD
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General Duties Summary

The Project Manager will be responsible for providing leadership, oversight, and management of all InServe activities on-site. The Project Manager will develop and implement management, planning, and cost control systems. The position is also ultimately be responsible for executing the work in accordance with the quality standards and requirements specified for the project. The Project Manager will provide the client with full customer satisfaction while maintaining compliance with all Company policies and procedures.

MAJOR RESPONSIBILITIES/ACTIVITIES:

- Responsible for providing leadership, oversight, and management of all InServe activities on customer's project.
- Strong Field Presence.
- Maintain a strong relationship with their customers.
- Provide direction and goals for the on-site leadership team.
- Strong execution of all company and client policies and procedures and ensure compliance.
- Provide guidance through example of Company's HSE Program.
- Represent InServe Services on provisional scope of services.
- Provide status update to client and InServe Management on staffing, worksite locations and specific projects.
- Review all resumes of potential site assigned personnel.
- Develop and implement site specific policies in partnership with Human Resources and Operations as needed.
- Assist in developing proper key performance indicators (KPI's) are utilized, maintained, adjusted as needed, and are being met for the success of the organization.
- Maintain in-depth knowledge of and execute the InServe Project Management Procedures.
- Maintain in-depth knowledge of customer contract, implement requirements and manage the contract.
- Liaison between Company, Client and entire staff.
- Maintain a Safety conscience work environment.



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- Maintain adequate staffing and resources to ensure project completions.
- Maintain compliance with Human Resources policies and procedures on the project.
- Demonstration of strong leadership by being accessible to all employees.
- Effective communication with customer to ensure 100% customer satisfaction with overall project.
- Maintain exceptional HSE record.

Required Experience and Qualifications

- High school diploma or equivalent.
- Prior supervisory experience is required.
- Current API Certifications.
- 10+ Years relevant work experience.
- Strong customer relation skills.
- Strong problem-solving skills.
- Ability to effectively plan inspection daily work scopes, one week and two-week look-a head's, ability to forecast timelines and target dates for project completion estimates based on given work scopes.
- Exceptional safety record
- Team building capabilities
- Strong leadership qualities
- Knowledge of (MS Excel, MS Word, MS Outlook and trainable in "database" programs)
- Strong knowledge of process equipment
- Strong analytical skills
- Strong organizational skills.
- Public speaking/Excellent verbal and written communications skills.
- Knowledgeable on damage mechanisms typical to Petrochemical/Pharmaceutical industries.

Other Requirements Include:

- Current Basic Plus.
- Valid Driver's License.
- Ability to pass drug screen and background check.
- Be punctual, show up on time.
- Utilize good time management skills.

Compensation:

- Pay is competitive and based on experience and certifications.
- Overtime will be paid at 1.5X Base Pay Rate.
- Overtime rates apply after 40 hours per week.