



Position Title	Project Manager	Position Code		Eff. Date	01/19/2023
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Job Code		EE Type	Salary	FLSA	Exempt
Location	AMICO	Department	Security		
Reports to	Sales Operations Manager - Security	Dotted Line Report			

Position Summary

Responsible for the overall direction, coordination, implementation, execution, control and completion of specific projects ensuring consistency with company strategy, commitments and goals

Primary Accountabilities (Essential duties:)

- Responsible for tracking profitability for each job.
- Coordinates all “post” purchase order activities including but not limited to:
 - CAD Packages
 - Supply Chain
 - Part Number Creation and Kit Management
 - Production Scheduling
 - Distribution Center / Warehousing
 - On Site Customer training
 - Project troubleshooting and Solution management
- Works with 2-D and 3-D CAD detailers for all Elevation drawing requirements as well as new part creation and production.
- Conducts customer interviews to help with product development for “ease of installation” initiatives.
- Field installation and consultation activities pre-bid and post-delivery, etc.

Secondary Accountabilities

In addition to the primary accountabilities listed above, individuals may perform other duties as assigned.

Supervisory Responsibilities

None

Position Qualifications To perform this job successfully, an individual must be able to perform each primary accountability satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Additionally, the physical demands and the work environment typically encountered are listed below. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Education / Experience (an equivalent combination of education and experience required to successfully complete the primary accountabilities is indicated below)



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Degree: Bachelor's Degree

Major: Civil or Mechanical Engineering/Building Construction Management/or related field

Years of Experience: 5 years related experience and/or technical training relating to Structural Engineering, Steel Detailing and Civil Engineering.

An equivalent combination of education and experience may be considered especially in fence installation.

Competencies / Technical Skills

Core Competencies : Fostering Teamwork; Managing Performance; Building Collaborative Relationships; Customer Orientation; Result Orientation; Personal Credibility

Organizational Competencies: Initiative; Developing Others; Influencing Others

Technical Skills: Microsoft Applications; expertise in Excel and other data management tools

Licenses / Certifications

None

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit, talk and listen. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Conditions

Environment: Office/Plant/Construction Sites

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.



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Travel

25%

Employee Acknowledgement

I have read and understand all of the above. I have reviewed the accountabilities for which I am responsible, as well as the minimum requirements of this position with my Supervisor or Human Resources. I understand that this document does not create an employment contract and that I am employed on an “at will” basis. In addition, I understand that it is my responsibility to regularly review (at least annually) the Accountabilities and Qualifications listed above as they will be utilized, in conjunction with other information, in the determination of salary grades, setting performance objectives, establishing training and development needs as well as other Human Resource activities.

Employee _____

Date _____

Supervisor _____

Date _____