



## RADIUS TRACK CORPORATION

For inquiries about current positions available please contact and send Resume / CV & Portfolio to:

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### Job Title: Project Manager

We are currently seeking an experienced **Project Manager** to join our team in our **Minneapolis, Minnesota** location.

### About Us:

**Radius Track Corporation** is the expert in design, engineering, and fabrication of sub-framing systems for complex geometry. We offer multiple solutions including design and engineering services, pre-curved light gauge metal framing, custom fabricated sheet metal components, unitized solutions, hand-formable products and steel-bending tools. We have a passion for making attainable what may otherwise be unattainable. We do this by focusing on our niche of providing cost effective, constructible framing solutions that honor the design intent. We make challenging design ideas possible through a proven process which includes technologically advanced integrated design and fabrication processes and structurally engineered solutions.

We are a family-oriented company, where teamwork and collaboration are key to our success. We have a lot of fun while getting our work done and believe every employee is vital to the success of our company.

We are looking for someone who can share in our Company's Core Values, which are:

- Highly Skilled, Passionate Professional
- Elevate Others
- Collaboration & Creativity
- Do the Right Thing
- Customer Fanatic

### Job Summary:

This position is responsible for overseeing the design through fabrication process including; planning, directing, and coordinating activities of designated projects to ensure that goals or objectives are accomplished within the prescribed time frame and budget parameters. The work will be performed in an office setting and includes leading teams comprised of account managers, estimators, design technologists, project coordinators, production personnel, customers, outside suppliers, and others, to facilitate the proper execution of awarded projects.



## **Job Duties and Responsibilities:**

*Core duties and responsibilities include the following. Other duties may be assigned.*

- **Plan the project**
  - Define the scope of the project in collaboration with estimating, senior management, and designers as appropriate
  - Determine the objectives and measures upon which the project will be evaluated at its completion and create a detailed work plan which sets priorities and identifies as well as sequences the activities needed to successfully complete the project
  - Determine the resources (time, money, equipment, etc) required to complete the project
  - Develop a schedule for project completion that effectively allocates the resources to the activities and review with appropriate staff and other project constituents; revise the schedule as required
  
- **Staff the project**
  - In consultation with the appropriate senior manager, assign staff with appropriate skills for the project activities
  - Manage project staff per the established policies and practices of the company
  - Ensure that all project personnel receive an appropriate orientation to the project
  - Contract qualified consultants to work on the project as required
  
- **Implement the project**
  - Effectively manage the design process to ensure that the project deliverables are on time, within budget and at the required level of quality
  - Manage customer expectations on schedule, budget, scope, and resolving issues.
  - Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance project effectiveness
  - Positively influence others to execute the project plan and achieve results that are in the best interest of the project, organization, and customer
  - Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the project, organization, and customer
  - Monitor progress towards goals, and track details/data/information/activities
  - Process pay applications for all project phases and supply to accounting
  - Ensure that all project information and activities are appropriately documented and secured
  - Delegate project tasks based on staff members' individual strengths, skill sets and experience levels
  - Coordinate fabrication work into production

- **Control the project**
  - Establish a communication schedule to update stakeholders including appropriate staff in the organization on the progress of the project
  - Write periodic project reports (on appropriate projects) including financial reports and supporting documents for management updates and review
  - Monitor and approve all budgeted and non-budgeted project expenditures
  - Ensure that all financial records for the project are up to date
  - Identify and execute change requests/orders in a timely manner to ensure approval, adjust budget and schedule accordingly
  - Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem
  - Monitor the progress of the project and adjust as necessary to ensure the successful completion of the project
  - Meet budgetary objectives and adjust project constraints based on financial analysis
  - Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards
- **Evaluate the project**
  - Evaluate and coordinate with accounting on the budget vs actual outcomes of the project and report to senior management

## Competencies:

*To perform the job successfully, an individual should demonstrate the following competencies:*

### Intellectual

- Analytical, Problem Solving, Project Management and Technical Skills

### Interpersonal

- Customer Service (both internal and external customers), Oral & Written Communication, and Teamwork

### Leadership

- Visionary, Strategic Thinking, Change Management, Delegation, People Management, and Quality Management

### Organization

- Business Acumen, Diversity, Ethics, and Cost Consciousness

### Self-Management

- Judgement, Motivation, Professionalism, Safety and Security, Punctuality, Dependability, Initiative, and Innovation



## **Job Requirements:**

### **Education and Experience:**

- Bachelor's Degree in Engineering, Architecture, Urban Land Development or Construction Management
- 5-7+ years relevant project management work experience
- Equivalent combination of education and experience

### **Required Abilities and Skills:**

- Excellent oral and written communications skills
- Proficiency in Microsoft Office Applications including Excel, PowerPoint, Word, and OneNote, as well as Project Management Software (MS Project, other), Accounting Software (Sage Business works, other), Database Software (Access), Order Processing Systems and PDF editing software (Bluebeam, Adobe Acrobat Pro)

### **Compensation and Benefits:**

- Competitive market-based salary, commensurate with experience and education
- Comprehensive benefits package available