



"Inspire and empower people to create innovative product solutions that revolutionize the industry"

Position: Project Manager
Reports To: Engineering Manager

Status: Exempt
Approval Date: 4/26/19
Last Revised: 4/26/19

Position Summary

This position is responsible for full lifecycle project management; from inception of projects, through feasibility, to project completion, using project management tools and concepts. This role will lead the company's large, high value, and complex projects and work across the organization to mentor others to lead projects of medium to small scope and complexity.

Steffes Core Values

Trust: We promote growth and long-term success by making wise decisions with trust as an essential component.

Respect: We unleash creative talents of our diverse workforce by treating each other the way we would like to be treated.

Teamwork: We believe people achieve much more by working together.

Integrity: We follow through and keep our word while being open, honest, ethical, and fair.

Safety: We view our co-workers as family members of our business and strive to ensure safety for all.

Humility: We recognize and appreciate strengths and contributions beyond one's self. We are modest, genuine, and authentic.

Key Responsibilities

1. Managing projects across the company to include: site expansion and start up, product growth strategies, high value, strategic, and enterprise-wide systems implementation.
2. Leveraging internal and external people, systems, and process to facilitate successful completion of projects.
3. Working across multiple functions and employee levels to accomplish goals in a collaborative manner.
4. Collaborating with Product Managers and Engineers on major new product development projects from VOC to product launch.
5. Train all staff levels in the organization on project management techniques, tools, and resources.
6. Develop project tasks, deliverables, dependencies, and resource requirements.
7. Creating, maintaining, and organizing necessary documentation and records; responsible for the quality of project deliverables and documentation.
8. Oversees and prepares project team budget, including resources and costs, by collaborating with Finance and other cross-functional departments.
9. Identifying, documenting, and communicating project risks and contingency plans through robust project management skills.
10. Tracking and communicating project status, key milestones, plans, issues, timelines, action items, and budgets.
11. Communicate, document, and archive project team activities and decisions; act as a primary contact for project team related information.
12. Facilitate project team meetings, cross-functional communication, and decision making; ensuring alignment with internal and external stakeholders.
13. Exercising scope management with consideration for the customer, team, and company needs.
14. Promoting a proactive, professional culture within the company to contribute to the organization's success.
15. Contributing to the development and continuous improvement of current and future systems, processes, and related procedures.
16. Maintain a positive work atmosphere by acting and communicating in collaborative manner with customers, suppliers, co-workers, and management.
17. Helps company meet its Strategic, Quality and Safety objectives.
18. Other duties may be assigned.

| REV | DATE | REVISER | APPROVER | DESCRIPTION |
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| 1 | 4/26/19 | ASwanson | KHeidt | Update and Format |



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Core Expectations

Customer Service - Demonstrate excellent customer service and display a positive attitude and behavior consistent with the Steffes Code of Conduct and Core Values.

Quality - Actively support and participate in Quality Improvement.

- Take immediate action in unsafe situations.
- Adhere to all safety standards; thus, promoting safe practices to ensure a safe environment.

Conduct - Demonstrate and support the Steffes Code of Conduct.

Policies and Procedures - Demonstrate and support Steffes Policies and Procedures by:

- Using tact, sound judgement, and maintaining a professional attitude in communication and relationships with others.
- Striving to deliver the best quality in daily work.
- Promoting a positive image of Steffes and its products.
- Being timely and punctual in attendance and following all policies and procedures.

Job Requirements/Qualifications

- Bachelor's degree in engineering or manufacturing related discipline
 - Product design and / or manufacturing experience
 - 8-10 years of industry experience; including 4 years of experience in progressive project management roles.
 - Advanced understanding and ability to adhere to established quality standards and regulatory compliance requirements within ISO standards
 - Proven ability to lead project teams from concept to completion within specified timeframes
 - Strong understanding of project management challenges and methods for resolution.
 - Ability to resolve most day-to-day issues and develop mitigation plans.
 - Demonstrated skills using MS Project or related software for Project Management
 - Ability to successfully lead and manage key stakeholders, including senior leadership
 - Project Management Professional (PMP) certification required
- OR
- Acceptable combination of skills and/or experience

Physical Demands of Position

- This position requires walking, sitting or standing to a significant degree.
- Must have the ability to lift 50 pounds from floor to waist, carry 50 pounds, and push and/or pull up to 20 pounds.
- Must have the ability to climb ladders and/or stairs.
- Stooping, crouching, kneeling and bending.
- Handling, feeling, and gripping would be required for some activities.
- This role may be subject to internal and external environmental conditions.

Acknowledgement

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

I acknowledge that I understand the information contained in this document and can perform the essential functions of this job without accommodations. I also acknowledge that employment with Steffes Solutions LLC is at-will and not for a specific period of time and can be terminated at any time, with or without cause or notice, by Steffes Solutions LLC.

Employee Signature: _____

Printed Name: _____

Date: _____

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