

URBĀNETECTONICS, LLC



Project Team Manager

Last Revision: 02122019

Job Description

The Project Team Manager manages and oversees multi-discipline, cross-functional, and diversified project teams performing administrative duties related to coordinating the project team's schedule, budget, quality, and service fulfillment.

Associate creates, organizes, and distributes communications that record, track, schedules appointments, provides progress reports, and offer continuity within the project team. Associate prepares routine and advanced correspondence including letters, invoices, and reports, for confidential and time sensitive material. Associate must be well versed in the product or service and is responsible for quality service or product delivery.

Qualifications

Education: This position requires an undergraduate degree in science, technology, engineering, or math and at least 10 years experience in building science, engineering, or the oil & gas industries.

Physical Requirements: 25 lbs lifting, 25 lbs pushing/pulling, bending, stooping and squatting

Pay Schedule

This is a project-based position which varies with the service or product fee. There is a base hourly wage at the professional level. Commission schedule for referrals are applicable.

Organizational Structure

Typically reports to the owner, manager, or signing agent.

I clearly understand my duties and responsibilities, as indicated above, and I understand the standards by which the success of our company is measured.

Print Name: _____ Date _____

Signed Name: _____