POSITION GUIDELINE

POSITION: Project Manager — DEPARTMENT: Production

REPORTS TO: Project Manager / Dept. Manager — DATE PREPARED: June 20, 2005

BRIEF DESCRIPTION OF RESPONSIBILITIES

- **Ensure all work is performed in accordance with Company safety guidelines, safe work practices and job procedures.**
- **Ensure compliance with all project site safety requirements. Communicate these requirements to all concerned parties.**
- **Determine scope of work for projects.**
- **Perform hazard assessment as required.**
- **Act as liaison between customers and JNE Welding.**
- **Coordinate projects between Estimating, Purchasing, Detailing, Shop, and Accounting.**
- **Determine priorities and set schedules for project completion. Monitor and adjust schedules to ensure project critical path is on track.**
- **Coordinate with Estimator to ensure integrity of costing for projects – including labor, materials, extra's, and subcontractors.**
- **Oversee material purchasing and effective usage of materials.**
- **Oversee completion of job (i.e. material returned to inventory, suppliers, post mortem, etc.)**
- **Solve technical problems in conjunction with customer and JNE resources as required.**
- **Provide support to Estimator as required.**
- **Identify improvements in production, policy and procedures within JNE.**
- **Provide detailing / drafting support as required.**
- **Identify cost-saving measures.**
- **Provide accurate and timely invoicing information to Accounting for progress and final billing.**
- **Maintain appropriate confidentiality of Company, customer and supplier information.**

We will provide the resources and the framework for our employees to do whatever it takes to get the job done. Each employee is expected to act within the scope of this guideline but also be flexible in the performance of his or her duties in the JNE environment.

DESIRED QUALIFICATIONS

- BscEng, Technologist or equivalent demonstrated experience
- Ability to read drawings and blueprints
- Good operating knowledge of Microsoft Office
- Strong interpersonal and communication skills (both written and verbal)
- Good organizational skills

EMPLOYEE ACKNOWLEDGEMENT:	DATE:
APPROVED BY:	DATE: