



2080 Nelson Miller Parkway
Suite 200
Louisville, KY 40223-3172
Phone: 502-244-7313
Fax: 502-244-7217

JOB DESCRIPTION: Associate Project Manager

Uses basic understanding of principles and practices of project management to manage simple, straightforward projects, ensuring success in meeting respective objectives (i.e. quality, schedule, budget, spec compliance, scope, and technology). This position will focus on projects for the Electrical Control Panel Shop so experience working in a panel shop or with electrical assembly projects required.

Essential Duties and Responsibilities

- Create, monitor and manage project plan, project schedule, project schedule of values, change order log, action item log, PM plus/minus list, and other PM documents.
- Understands the vocabulary and the principles of the PM@AT.
- Work with Sales on proposal budget allocation and proposal technical descriptions and clarifications.
- Has basic understanding of budgeting techniques to produce a project budget. Reforecasts and undertakes routine monitoring against actuals.
- Ensure quality on time deliverables to consultants, customers, and end users.
- Apply and manage PM@AT project management procedures.
- Manage and minimize project risk.
- Present project status at project review meetings.
- Provide project financial status and forecast (i.e. revenue, profit, and cash left to spend).
- Keep high-quality communications with project team (internal and external).
- Submit accurate on-time invoices and ensure their payment.
- Conduct Lessons Learned at close of all projects and provide Lessons Learned results to company management.
- Any other task as directed by management.

Responsibility and Authority

- Be aware of project budget, schedule, compliance with law and regulations, invoicing, project cash, and customer relationship during project execution. Encourages team work.
- Change order pricing up to \$5000.

Qualifications

- Minimum BSEE, BSCS, BS in Project Management Degree or equivalent.
- Strong analytical, verbal, and written communications, leadership, delegation skills.

Experience

- Previous project management experience either as an Associate Project Manager or as a member of a project team preferred. Experience working in a panel shop or with electrical assembly projects required.

Language Ability

Adequate conversational English is required in order that the individual be able to take direction from management, understand how to complete job tasks, communicate adequately with co-workers and customers, understand and follow safety guidelines, and understand the Alliant Technologies Employee Handbook and all company policies. Must be able to interpret written warnings as posted in all work areas in both the Alliant Technologies office or at any work site where Alliant Technologies performs work.



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**Alliant Technologies
Job Demands**

Position: Associate Project Manager

Physical & Mental Demands	Extent			
	Continuous Over 70%	Frequent	Occasional	Rarely
Physical Demands				
Standing	☐	☒	☐	☐
Walking	☐	☒	☐	☐
Climbing	☐	☐	☒	☐
Bending	☐	☒	☐	☐
Crouching	☐	☒	☐	☐
Pushing/Pulling	☐	☐	☒	☐
Carrying	☐	☐	☒	☐
Lifting/Lowering 1-15 lbs.	☐	☐	☒	☐
15-30 lbs.	☐	☐	☐	☒
30-50 lbs.	☐	☐	☐	☒
Over 50 lbs.	☐	☐	☐	☒
Fine Hand/Eye Coordination	☐	☒	☐	☐
Color Discrimination	☐	☒	☐	☐
Hearing Acuity	☐	☒	☐	☐
Mental Demands	Continuous Over 70%	Frequent	Occasional	Rarely
Concentration on detail	☒	☐	☐	☐
Attention span 1+ hours on a task	☒	☐	☐	☐
Ability to remember multiple tasks	☒	☐	☐	☐
Oral communication	☒	☐	☐	☐
Written communication	☒	☐	☐	☐
Working Conditions	Continuous Over 70%	Frequent	Occasional	Rarely
Exposure to toxins, cytotoxins, poisons	☐	☐	☐	☒
Exposure to extreme heat, cold, temp fluctuations	☐	☐	☒	☐
Exposure to hazardous chemicals	☐	☐	☐	☒
Exposure to radiation	☐	☐	☐	☒
Other (Specify:)	☐	☐	☐	☐
Sensory Requirements	Is Crucial	Is useful		
See	☒	☐		
Distinguish colors	☒	☐		
Hear/Listen	☒	☐		
Taste	☐	☒		
Smell	☒	☐		



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Touch	☒	☐		
Speech	☒	☐		

Mental Effort	Work Environment
Check all functions performed on a daily basis... ☒ Reading ☒ Basic arithmetic ☒ Advanced mathematics ☐ Weighing/measuring ☒ Visualizing conclusions ☒ Analyzing data ☒ Searching for solutions ☒ Creating methodologies ☒ Conducting research ☒ Managing resources ☒ Evaluating performance of others	% of time spent: 80 Indoors 20 Outdoors The air is: ☒ Clean/Normal/Average ☒ Dusty/Dirty ☒ Wet/Humid ☒ Affected by smoke, fumes, etc. You work on a surface that is: ☒ Level ☐ Uneven ☐ Sloping ☐ Slippery Noise level is: ☒ Normal ☐ Loud



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Acknowledgement of Job Description/Demands

Position: Associate Project Manager

I acknowledge that I have received and reviewed the job description for the position above, including the demands associated with this position.

Signature

Date

Printed Name