

## Job Description

<b>Job Title:</b>	<b>Director of Project Management</b>
<b>Department:</b>	<b>Project Management</b>
<b>Division:</b>	
<b>Reports to:</b>	<b>Joe Van Den Berghe</b>
<b>Pay Grade:</b>	<b>\$105,000 - \$120,000 DOE</b>
<b>FLSA Status:</b>	<b>Exempt</b>

<b>Exempt exemption:</b>	
<b>Effective Date:</b>	<b>November 3, 2017</b>
<b>Location:</b>	<b>Ogden, Utah</b>

### **GENERAL PURPOSE**

Setpoint, Inc. is a design and engineering company specializing in the development and production of high profile custom one-of-a-kind amusement rides and show action equipment. Setpoint works closely with customers and clients all over the world in the design, fabrication, assembly, testing and commissioning of developed products.

The Director of Project Management will be the member of the senior management team that supervises the Project Management team including delegating assignments, setting policies and procedures, mentoring and developing talent and creating an open book culture that is focused on meeting our business and quality goals for both the clients and the company.

Together with the team, the Director of Project Management will develop successful cross-functional relationships within the company and ensure that customer expectations and requirements are understood, communicated and executed. At Setpoint, this means from “cradle to grave” (early design thru commissioning of equipment, and project close-out) with a focus on project scope, schedule and budget.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Responsible for leading the Project Management Team, you will oversee the initiation, planning, execution, monitoring and closeout of all projects – both ensuring individual project success and incorporating lessons learned to promote continuous improvement.
- Demonstrate a proactive focus on meeting customer and project requirements, ensuring a productive long term working relationship
- Review and monitor each team member’s projects with work scopes, schedules and budgets.
- Develop Project Managers through mentoring and instilling a strong value system that promotes the company culture
- Promote teamwork across all disciplines and departments within the company by promoting the philosophy of “checking the ego and the door” and working with stakeholders in a collaborative way to find solutions to problems
- As a member of the Senior Management Team you will work to institute company policies and procedures while giving constant direction to the members of the Project Management Team.
- Develop, refine and implement project tracking systems that improve Setpoint’s ability to meet the project milestones including scope, schedule and budget
- Assist in the development of strong relationships with sub-contractors, vendors and customers
- Make independent decisions specific to job duties without direction
- Travel up to 5-10%

**REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor’s degree required from an accredited university in a related field
- Requires minimum of seven (7) years of project leadership experience
- Requires experience managing multiple projects, with each valued \$1M+
- Must be able to communicate effectively with all levels of employees, management and customers
- Ability to work with MS Project and MS Excel for project scheduling, tracking and risk management
- PMP or project management specific certification or training is a plus

**MARGINAL DUTIES & RESPONSIBILITIES**

- Performs other functions as necessary or as assigned.

**NATURE OF WORK CONTACTS**

- Internal and external, employees, senior management, managers, vendors, clients

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Sense of urgency
- Understanding of how project success insures the financial success and growth of the overall organization
- Customer service focused
- Advanced knowledge of leading teams and organizing large amounts of information and data
- Ability to identify and remedy risks and to develop strategies to build upon opportunities
- Strong interpersonal skills with the ability to professionally and confidentially interact with executive level internal and external customers
- Ability to multi-task, working independently and within a team structure
- Knowledge of and proficiency with Microsoft Office (Word, Excel, and PowerPoint)
- Knowledge of Microsoft Project or other scheduling/planning tools is a plus

**PHYSICAL/SENSORY DEMANDS:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**APPROVALS:**

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

**EMPLOYEE REVIEW:**

*I have read the above, and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities, and*

*understand that the performance of other duties will be required from time to time in order to meet the company's needs. I have been given a copy of this description.*

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER (M/F/D/V)*