

Position Title	Project Manager/Scheduler
Category	
Job#	2016001
Company	DFS
Location	Boise, ID
Date Posted	1/13/16
Type	Full time

SUMMARY: Responsible for managing production schedules associated with the chemical system designs, developing new procedures and marketing tools, web page development and updates.

RESPONSIBILITIES:

- Manage system project coordination activities in cooperation with President and work with upper management to develop system procedures and documentation associated with the chemical systems.
- Oversee product QC and testing procedures. Work with project teams to develop support documentation.
- Install LEAN concepts with current construction activities and foster culture of continual improvement.
- Implement production method improvements, recommend/request equipment upgrades, enhancements or additions that will help improve quality, productivity and capacity.
- Work with the DFS team on system quoting and proposals.
- Participate with executive management in the creation and implementation of best in class business processes. Train and oversee the disciplined use of the business process. Provide positive and critical feedback as appropriate.
- Enforce accountability for productivity, quality, safety, and adherence to production schedules
- Work with the manufacturing team on system construction as needed to keep DFS on schedule.
- Work with the manufacturing team on the Teflon welding, system assembly and testing associated with the system plumbing.
- Work with the manufacturing team on the electrical panel construction, system interconnects, and system troubleshooting.
- Commissioning and training of chemical systems with the end user.
- Interface productively with third party partners including engineering resources, construction managers, chemical providers and material suppliers.
- Responsible for product schedules and coordination of the weekly meetings.
- Project coordination associated with DFS product production.

SKILLS:

- Technical writing, procedure development and training personnel.
- Experience setting, communicating, and achieving goals and maintaining accountability and demonstrated experience managing and motivating a team. Experience working in team-oriented, collaborative environment.
- Strong customer-service orientation and good organizational skills.
- Excellent written, oral, and interpersonal communication skills – report writing, business correspondence and procedures manuals.
- Effectively present information and field questions in a thoughtful and professional manner

EDUCATION: A minimum of five years of operational experience and construction of OEM equipment.

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