

## **Project Manager**

A Project Manager is involved from the early stages of development until the project is completed. For Prairie Central Cooperative this may include grain dryers, bins, railroad track, tiling, electrical, specialized equipment research, upgrading to more efficient motors, safety devices, and other grain elevator related projects. Multiple projects and tasks would be happening at the same time.

At the beginning of a project, the project manager prepares a plan that details the steps required, monitors material costs and personnel needed to complete the project. He prepares a timeline to show when each stage must be completed if the final deadline is to be met. The project manager determines the permits necessary and ensures that they are obtained. The project manager is the primary contact person within the organization to provide information about the project to vendors, employees and company management.

A project manager is often involved in negotiating with vendors and suppliers to obtain the best price and delivery schedule. He might solicit bids from several suppliers before making a decision.

Construction and maintenance projects do not always progress according to schedule. Bad weather, delays in receiving supplies, and inspectors who are behind schedule can play havoc with the initial plan. In these cases, he must revise his schedule as needed, reordering tasks or assignments so that the final deadline can still be met. Budget revisions might also be needed, especially if schedule changes are going to require additional manpower or overtime.

Project managers must prepare reports for management. Items typically included in these reports include cost overruns, workplace injuries, or the causes of construction delays. Monitoring the progress and overview of construction to assure it is meeting the contract requirements is of great importance.

This could be a full-time or a part-time position. If your experience, skill set and interest meets the job description, please contact Prairie Central Cooperative.

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