



**Position:**      **Project Manager**

**Jan 2017**

**General Description:**

The role of a Project Manager can be defined in one word: organization. All Energy Optimisation projects involve many different elements, and the coordination of many different designers and contractors for completion. A good Project Manager will display an ability for ownership of tasks and for exploring opportunities to add value to job accomplishments.

Multiple departments may carry the responsibilities of different assignments, but the Project Manager is responsible for making sure that all departments come together in a timely manner to complete the overall goal. The various departments to be considered include Sollution Design Engineering, Specialized Lighting Design, Programming and Software Development (which can include several specialised IT components such as the implementation of an Energy Management System, and / or Automated Continuous Commissioning), along with other specialisations tailored to each project.

This role will involve direct communication with Account manager and in turn Customers in the Industrial sectors and will primarily involve project management of Energy Optimisation Projects. Direct liaison with the Account Manager and Customer continues throughout the duration of the project, from the initial concept design for energy optimisation through to completion on site, and often includes communication thereafter in the case of a maintenance contract for some of the specialised inputs to a site.

**Responsibilities:**

- The role of Project Manager requires the ability to devise and create work-plans, and to schedule tasks and coordinate with various team members to accomplish the results. It is required to coordinate a detailed project plan with the various contractors involved, and ensure a successful overlap between disciplines for a timely completion. It is often required to schedule a project in accordance with a grant for energy efficiency optimisation awarded from a government agency or other body, whose criteria for completion must be adhered to.
- Part of all Energy Optimisation projects is a detailed analysis of total energy consumption for a building, or series of buildings, BEFORE and AFTER the efficiency works are complete. This is important information for the Customer and Project Manager alike, and must be coordinated by the Project Manager with the various contractors involved to ensure sufficient metering is installed that will give a complete picture of energy consumption and the savings achieved. A complete energy audit must be coordinated by the Project Manager, and analysis of the results of this audit is used in determining the overall objectives for the project and system improvements.



- The completed project may require different layers to be performed by different teams. Project Managers are therefore responsible for keeping the projects on track and possessing the ability to foresee the entire project as a whole at all times. This is especially critical in the case of a job which is split into several phases for development, as a pre-emptory role is required to ensure a successful transition between different phases on a project.
- It is very important for Project Managers to communicate frequently with the account manager / Customers and with all members that are involved in the project and not make any assumptions, to ensure deadlines are met and that performance and results are as planned. Project Managers are expected to schedule regular meetings with clients and contractors to ensure continuity and to deal with all queries during a project. A key role for Project Managers is in communicating job expectations – and this applies to the Account Manager / Customer as well as all contractors, designers etc. assigned to contribute to the task.
- Monitoring of progress on site is critical for the Project Manager, and especially where the project plan deviates from the original schedule, or where a budget target looks set to create over-runs. Pre-empting such occurrences on site requires knowledge and experience, and fast and effective decision making is often required to keep a project on target, especially where there are several factors affecting completion of a project. This requires co-ordinating internal activities and sub-contractor actions within the relevant teams on a project, and change implementation.
- Planning, monitoring and reviewing of all Health and Safety requirements for a project is an essential task for all Project Managers, requiring local knowledge of all relevant Health and Safety regulations. Safety on site is of paramount concern for all contractors involved in a project, and it is the role of the Project Manager to ensure all contractors, and the Customer, are aware of their statutory obligations in relation to Health and Safety procedures on site.
- Project Managers should also hold detailed local knowledge of all Planning and Building Regulations, and in particular, all requirements relating to Fire Certification. This is essential to ensure the integrity of an existing building or plant is not at risk while Energy Optimisation works are carried out on a site. A Project Manager is required to schedule installations which maintain productivity, quality, and customer-service standards at all times during the project, and adheres to all local Building, Planning and Fire Regulations.
- A Project Manager meets financial objectives by forecasting requirements and liaising with the necessary teams to schedule expenditures, has the ability to analyse variances, and initiate corrective actions. Project Managers are involved in initial budgeting for a project, are required to carry out a complete tender process for the proposed works, and must evaluate and report on all



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Powerscourt House, Enniskerry, Co Wicklow  
info@crowleycarbon.com  
www.crowleycarbon.com

costs received. The Project Manager is ultimately responsible for the delivery of the project within agreed budgeted costs.

**Skills/Qualifications:**

A technical qualification – Mechanical / Elec Engineering with Specific industry experience

Training will be provided.

**Additional skills required:**

Project Management,

Process Improvement,

Energy Auditing,

Planning,

Knowledge of Health & Safety Regulations,

Knowledge of Planning and Building Regulations,

Performance Management,

Tracking Budget Expenses,

Report Generation.

Knowledge of Word, Excel and Powerpoint essential.