



## JOB DESCRIPTION

**Title:** Product Group Manager, Feedwater Systems

**Date:** January 1, 2025

**Classification:** Salary (Exempt)

**Reports to:** Engineering Manager,  
Feedwater Systems

### **Job Summary:**

Primary responsibility is to oversee projects to ensure key business metrics and project milestone dates are being met and provide updated information to internal departments and external customers.

### **Responsibilities:**

The responsibilities listed here are intended to describe the general nature and level of work expected rather than an exhaustive list of all duties and responsibilities that may be required.

- Responsible for the complete management of assigned feedwater systems / deaerator projects from kickoff to completion, planning and scheduling work to meet key milestones and completion dates expected by the customer.
- Ensure proper documentation is completed in a timely manner and in place before production commences for all projects; including but not limited to the Purchase Order, Order Entry Form, Specification Sheet, formal release for production from the customer, etc.
- Serve as the primary contact for all customer interaction throughout the life of the project.
- Organize & file project documentation on computer networks for easy retrieval as needed.
- Prepare updates for internal departments at weekly meetings and assist in the preparation of periodic reports for customers.
- Work closely with purchasing to procure components by dates needed to support production commitments.
- Ensure proper equipment is available to operations personnel to properly and efficiently complete tasks in advance of being needed. Continually evaluate opportunities with operations personnel to maximize efficiency and maintain production flow.
- Develop positive working relationships with sales, engineering, operations personnel and management to maintain a team-oriented environment.
- Track project documentation and engineering drawings and update project schedules.
- Maintain the company's high standards of quality workmanship and accuracy, providing for or performing training of personnel as needed.
- Promote and maintain safe working conditions and adhere to company safety policies.
- Perform other job duties as assigned by the Engineering Manager, Operations Leadership or President as necessary.

### **Skills, Capabilities & Education Required:**

- Excellent verbal and written communication skills, ability to follow written and verbal instructions.
- Must have good math and problem-solving skills.
- Able to supervise, lead, and relate to subordinates, resolving conflicts when they arise.
- Must have strong organizational skills and be able to plan long-term projects and track progress over the course of the project.
- Excellent computer skills including ERP systems, MS Word, Excel, and Outlook. Familiarity with AutoCad preferred.
- Must be able to safely lift/move up to 50 lbs., grasp, stoop, squat, climb or perform these duties with reasonable accommodation.
- Must be capable of doing extensive walking on a variety of floor surfaces (uneven, wet/slippy, etc.) or perform these duties with reasonable accommodation.



- Capable of working in both office and shop settings with considerable metal grinding dust.
- Prompt, dependable, and reliable in work attendance.
- A bachelor's degree in a related field such as Business, Operations Management, or Engineering is preferred, but a minimum of a high school diploma or GED will be considered with commensurate industry experience.
- Minimum 5 years of experience in a manufacturing, aviation, or construction environment.
- Project Management experience or technical experience in a similar role.