

# CALLING ALL ROCK STAR PMs!

Do you have critical facility management experience? Do you want to elevate your career in the critical facilities field? Make your contributions count and join our team in the Sunshine State.

In addition to the sun, beach, sea breezes and palm trees, Pergravis, a mission critical facilities firm centrally located in beautiful Tampa, Florida, has much to offer a candidate with the right set of skills and expertise.

Pergravis provides all its employees with Health Insurances, 401K, Life Insurance, flexible time off, company sponsored activities, career building educational opportunities, and other performance rewards.

So, come join our team! Pergravis is willing to relocate the appropriate candidate.

## About Pergravis, LLC

Pergravis, LLC is a mission critical facility firm that provides data center and mission critical facility consulting, assessment, design, development, maintenance, systems deployment and migration services to customers around the world.

## Project Manager

**FLSA Status:** Non-exempt, Full-Time Employment

## Summary

Plans, directs, and coordinates activities of designated projects to ensure that goals or objectives of projects are accomplished within prescribed time frame and funding parameters by performing the following duties personally or through subordinate supervisors.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Responsible for the successful implementation and delivery of complex mission critical facility systems maintenance projects.
- Reviews project scope to architect project plan, level of effort estimates, scheduling, funding limitations, work flow procedures for accomplishing project, monitoring and progress tracking of project, and allotment of available resources.
- Confers with maintenance execution staff and managers to outline work flow and to assign duties and responsibilities.
- Directs and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget.
- Reviews field service reports prepared by field service providers and modifies schedules or plans as required.
- Confers with customers and vendors to provide technical advice and to resolve problems.

- Manages activities in a portfolio of mission critical facilities, each having a variety of systems which Pergravis maintains. These systems may include, but not necessarily limited to, the following:

#### Electrical Systems

UPS systems  
Stationary batteries  
Medium and high voltage electrical systems

#### Physical Security

Access control  
Intrusion detection  
Identity authentication  
Video surveillance  
Security guards

#### Mechanical Systems

Chillers  
Condensers  
Computer room air conditions  
Air handlers  
Life safety systems including fire protection, etc.

#### General Facility Systems

Roof  
Flooring  
Grounds  
Custodial  
Parking facilities  
General maintenance, etc.

- Prepares reports for management, client, or others.
- Coordinates project activities with those of government regulatory or other governmental agencies.

### **Supervisory Responsibilities**

Manages one or more subordinate Associate Project Managers who supervise a total of one or more Project Coordinators. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

Bachelor's degree or Master's degree; and four to ten years related experience as a facilities oriented project manager; or equivalent combination of education and experience.

### **Certificates, Licenses, Registrations**

Project Management Institute (PMI) Project Manager Professional (PMP)® certification; and hold a Six Sigma certification.

### **Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business

correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of MS Outlook, MS Excel, Advanced MS Project, MS Word, MS Powerpoint, Adobe Acrobat, and SalesForce CRM.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

Analytical - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Project Management - Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.

Managing Customer Focus - Promotes customer focus; establishes customer service standards; provides training in customer service delivery; monitors customer satisfaction; develops new approaches to meeting customer needs.

Cooperation - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

Change Management - Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.

Team Leadership - Fosters team cooperation; defines team roles and responsibilities; supports group problem solving; ensures progress toward goals; acknowledges team accomplishments.

Delegation - Delegates work assignments; matches the responsibility to the person; gives authority to work independently; sets expectations and monitors delegated activities; provides recognition for results.

Leadership - Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; makes self-available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; solicits and applies customer feedback (internal and external); fosters quality focus in others; improves processes, products and services.; continually works to improve supervisory skills.

Quality Management - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

Business Acumen - Understands business implications of decisions; displays orientation to profitability; aligns work with strategic goals.

Cost Consciousness - Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources.

Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

Strategic Thinking - Develops strategies to achieve organizational goals; understands organization's strengths & weaknesses; adapts strategy to changing conditions.

Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals.; completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Undertakes self-development activities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.

Judgement - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision.

### **Work Environment**

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.

The noise level in the work environment is usually moderate.

If you are looking for a chance to work hard, have fun, and make a significant contribution to our dynamic company where your work matters, submit your resume for review.