

**Position:** Management Project Mgr

**Department:** Services

**Reports To:** Asst. Site Manager

The mission at Prairie Restorations, Inc. is... *To produce and provide the highest quality, most ecologically appropriate products and services possible to restore and manage native plant communities.*

In accordance with Prairie Restorations, Inc. philosophy, all team members work together sharing in a common goal of a successful, profitable and innovative company. Team members are to demonstrate professionalism, dedication, resourcefulness, integrity, and accountability. All team members are to demonstrate and be role models for all of these core values on a daily basis.

## **Primary Responsibilities Overview**

- To be responsible for coordinating and managing management projects
- To be responsible for allocation of materials for assigned management projects
- To be responsible for completion of project tasks in the field on assigned projects
- To be responsible for crew supervision and on-site training and mentoring

## **Duties and Responsibilities**

### Coordinating and Managing Land Management Projects

- Scheduling management project tasks in coordination with the Management Project Coordinator (MPC)
- Communication with customer and MPC about project schedule and any changes to project content or process including change orders or contract total changes.
- Awareness of project budget and project progress
- Completion of both PRI work records and any other client required documents
- Communicate with MPC and Admin Assistant as project tasks are completed and ready to be billed.

### Project Materials Allocation

- Communicate with MPC all materials needed (both PRI and external materials) for assigned projects
- Inspect quantity, quality and specifications of acquired materials before use on assigned projects.

### Completion of project tasks

- Complete project tasks on schedule and within budget
- Responsible for quality of completed project tasks

Crew Supervision and On-Site Training and Mentoring

- Oversee and coordinate team member task assignment and completion
- Communicate with team members overall project goals and how specific tasks fit in to the overall process
- Implement and document on-site team member training and mentoring as appropriate
- Participate in Team Member Development Reviews as assigned

Other duties as assigned may include but are not limited to the following

- Sales and proposal writing
- Facilities maintenance
- Attendance at trade shows and conferences
- Mechanical Repairs

**Job Requirements**

- BA in related field.
- Minimum of 3 years' experience in restoration and/or managing of native plant communities.
- Sincere interest in native plant communities.
- Ability to lift 50 lbs. often.
- Ability to obtain MnDOT Health Card (PRI pays).
- Valid MN Driver's License
- Ability to be insured to drive company vehicle by PRI insurance company.
- Comfortable handling herbicides.
- Ability to obtain MN Dept of Ag Pesticide Applicator License(PRI Pays)
- Comfortable with large and small power equipment use.
- Tolerance of working outside in adverse conditions.
- Willingness to sometimes work long/unpredictable hours.
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**Benefits**

- Health Insurance
- Personal Time Off (PTO)
- Paid Holidays
- 401(k)
- Health Care Reimbursement
- Profit Sharing
- AFLAC

## **Non-Compete Agreement**

Employment at PRI always included technical training as well as relationship development with clients and other outside professionals. In order to protect this investment and related company information it is necessary to require a non-compete agreement between you and Prairie Restorations, Inc.

By signing this annual contract you are agreeing that you will not provide inside information to any other company engaged in native plant or seed production, native plant gardening, native plant community restoration and/or management. This specifically includes but is not necessarily limited to information relating to internal company operations and customer relationships. “Taking” current PRI clients to any competing organization is no acceptable by this agreement.

## **Working Conditions**

As a key employee, you may be asked to attend meetings before or after normal working hours. Additional work hours may be required to complete special projects or assignments.

## **Confidentiality**

The nature of the position allows access to confidential financial, business development, marketing, and sales information besides personal and confidential information regarding the owners and employees. Company policy requires that all information of this type be regarded as Confidential and not for communication, discussion or other distribution to any unauthorized person. The dissemination of any of this information to any persons other than those authorized or approved by the President shall be considered as grounds for immediate termination, and considered as a violation of the Company’s right to privacy.

## **Job Description Approval**

POSITION: Management Project Manager

I have *reviewed* and *understand* the above Job Description; believe it to be *accurate* and *complete*; and I can *successfully fulfill* each duty or task.

The job description is effective until revised and properly approved.

Signature: \_\_\_\_\_

Printed name:

Date

**EMPLOYEE COPY:**

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***SIGN AND RETURN THIS PAGE TO HUMAN RESOURCES***