

# DIRECTOR OF PROGRAM MANAGEMENT

## Job Description

**Job Title:** Director of Program Management

**Department:** Program Management

**Reports To:** Chief Executive Officer (CEO)

**FLSA Status:** Exempt

**Effective Date:** September 5, 2017

### Position Overview:

EnerDel designs, builds and manufactures lithium-ion energy storage solutions and battery systems with a focus on heavy duty transportation, on- and off-grid electrical, mass transit and task-oriented applications. The Director of Program Management will be responsible for the direction, coordination, implementation, execution, control and completion of assigned program ensuring consistency with broader team and company strategy, commitments and goals.

### Essential Job Functions

- Builds and promotes the company's "team" philosophy and observe respect for the existing cultural boundaries
- Demonstrates and executes performance in best interest of EnerDel, stakeholders, and customers
- Leads the planning and implementation of project
- Develops and implements the definition of project scope, goals and deliverables
- Defines project tasks and resource requirements
- Develops full scale project plans
- Assembles and coordinate project staff
- Directs and manages project budget
- Directs project resource allocation
- Oversees plan and schedule project timelines
- Develops and tracks team project deliverables using appropriate tools
- Provides direction and support to project team
- Constantly monitors and reports on progress of the project to leadership
- Presents reports defining project progress, problems and solutions
- Directs and implements project changes and interventions to achieve project outputs
- Project evaluations and assessment of results
- Performs other duties as assigned

### Required Knowledge, Skills, & Abilities:

*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, skills, and ability required.*

- Preferred:
  - Bachelor's Degree
  - PMP Certification or related project management certification
  - 7-10 years of project management experience
  - Supervising project management team a plus
  - Direct work experience in project management
  - Advanced to expert skills in project management software
  - Knowledge of project management metrics, process, techniques, and tools
  - Strong experience in people management, strategic planning, risk management, and change management
  - Willingness to be flexible and adaptable to changing priorities

**Supervisory Responsibilities:** Program Management Team

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

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**Physical Requirements/Hazardous Working Conditions:**

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

**Physical Demands**

- Standing
- Walking
- Sitting
- Lifting
- Carrying
- Pushing/Pulling
- Climbing
- Balancing
- Stooping
- Kneeling
- Reaching
- Handling
- Feeling
- Talking
- Eye/Hand/Foot Coordination
- Vibration
- Typing/Keyboarding

**Vision/Sight/Hearing**

- Vision-Far Acuity
- Vision-Near Acuity
- Vision-Depth Perception
- Vision-Peripheral
- Color Vision
- Listening/Hearing

**Environmental Conditions**

- Temperature Changes
- Infectious Disease
- Humid
- Noise

**Physical Strength**

- Sedentary Work
- Light Work
- Medium Work
- Heavy Work
- Lifting up to 10 lbs.
- Lifting up to 25 lbs.
- Lifting up to 50 lbs.
- Lifting over 50 lbs.
  
- Hazards
- Wet
- Hazardous Chemicals
- Blood/Body Fluids

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