

****POSITION CONTINGENT ON CONTRACT AWARD****

Job Description for Project Manager

Job Title: Project Manager
Employment Type: Full time – Exempt
Location: Murrieta, CA
Travel Required: Yes
FLSA Status: Exempt

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Reports To: Program Manager

Company Description:

Dr. Diesel Technologies (DDTS) is a dynamic and innovative company providing leading edge technology for:

- Logistics and Project Management for Interactive Electronic Technical Manual (IETM) projects
- Field Service Rugged Computing Solutions
- Engineering Services
- Fleet Tele-Matics Solutions
- Vehicle Diagnostic Solutions
- Content Management Systems (CMS)
- Systems Integration
- Software Development
- Fleet / Auto / Truck Parts

The Dr. Diesel Technologies Knowledge base has provided performance based diagnostic solutions and test equipment since 2003 to many U.S. Defense contractors, the U.S. Navy, U.S. Marine Corps and U.S. Army. These Joint-Service diagnostic solutions were in direct support of contractors, Sailors, Soldiers and U.S. Marines in the Global War On Terrorism (GWOT).

The Project Manager will lead the management of the maintenance support teams and provide guidance, oversight, and all management actions associated with contract employees, and lines of effort associated with the contract, ensuring subordinates team members are compliant with all project and contract regulations.

Position Responsibilities – Provide project management support to the contract requirements on the below tasking:

- Must be able to work within an integrated military and civilian team, within the responsibilities assigned.
- Provide oversight on all contract objectives, reporting requirements, and contract personnel requirements.
- Submit Monthly Status Reports and Monthly Technical Meeting Minutes and Reports.
- Provide all incident/accident reports upon occurrence.

- Coordinate all activities, and accurate reporting of contract performance with the customer.
- Coordinator between the supported command and contract workforce and ensure that all work assigned complies with documented contract support requirements.
- Supervise all worker performance in execution of their duties. Provide recommendations to workflow assignments and analysis on project performance. Ensure that supported command is informed on all resource shortfalls or work stoppages.
- Ensure adherence to all agreements outlined in the contract. This includes investigations and reports arising from any quality defect notices issued against contractor employees.
- Participate in periodic meetings and project reviews with U.S. government and customer representatives.
- Be capable of providing high-level development and analysis regarding project metrics and performance.
- Coordinate with the COR or supported command for delivery of any/all required documentation and reporting requirements.
- Provide active feedback regarding resource management issues.
- Coordinate workspace assignments, scheduled work hours, and shift work with the customer and respective unit commanders.
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- Maintain project files, status documents and data bases within a governing SharePoint structure.
- Participate as required in provisioning conferences, program reviews and other meetings at the direction of the new equipment program office.
- Accomplish tasks with minimal supervision and commitment to achieve team goals.
- Willingness to learn, convey and communicate new ideas within the group.
- Travel to U.S. Military bases and or customer sites to inspect, observe, supervise maintenance support activities.

Qualifications:

- Successfully pass background check.
- Ability to spend extended periods of time in austere field conditions.
- Ability to obtain and maintain a Government Common Access Card (CAC).
- Ability to translate acquisition requirements/concepts to the customer.
- If not already completed, the candidate shall, within 121 days of hire, enroll in and subsequently pass the Defense Acquisition University on line course Fundamentals of Systems Acquisition Management 101 (Acquisition 101).

Minimum Experience:

Prior U.S. Military / DoD technical experience

Expert experience and knowledge of the following applications, systems and software:

- Functional knowledge of intermediate maintenance and supply operations and processes, inherent to contract responsibilities.
- Ten (10) years of managing multiple, complex projects.
- Experience in process improvement.
- Five (5) years of military battalion level staff or higher or corporate management experience.
- Ability to conduct evaluations of worker performance and remediate deficiencies as required.
- Ability to research, navigate and interpret governing regulations, policies, procedures, and instructions.

- Ability to monitor and audit maintenance and supply administration policies and procedures.

- Understanding of common maintenance and supply-related metrics and provide recommendations for improvements.
- Understanding of common functional areas of maintenance and maintenance management (i.e. calibrations, corrective and preventive maintenance, publication management, and modification management, etc.).
- U.S. Military Vehicle Technical Manuals
- GCSS-MC
- Electronic Maintenance System Next Generation (EMS NG)
- Interactive Electronic Technical Manuals (IETMs)
- Vehicle general purpose tools and tool sets
- Vehicle diagnostic and TMDE tools
- Technical Manual (TM) development and processes

Knowledge with the following SAE standards and Interfaces:

- SAE Standards: J1587, J1708, J1939, J2284 OBD II & GM UART (J1850)
- TMC RP1210A/B
- Diagnostic Connector Assembly / Internal Combustion Engine (DCA / ICE)

Desired Skills:

Intermediate to expert knowledge of the following skills:

MS SharePoint	Computer Literate	Digital-Multi meter (DMM)
MS Word	Time Management	Interpret Schematics
MS Excel	Organization	IETMs
MS Power Point	Documentation	Technical Publications
Diligent work ethic	Work well independently	Automotive Hand tools
Automotive Power Tools		

Education and Training:

Degree: High School Diploma or Equivalent
 Degree: Bachelor of Science or (BS) or 10 years equivalent experience
 Relevant Vocational Training

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; sit; use hands; reach with hands and arms and climb or balance. The employee is sometimes required to stoop, kneel, crouch, or crawl. The noise level in the work environment is usually light to moderate; the employee must occasionally lift 80 lbs. and/or move up to 48 lbs.