



Job Description

Job Title:	Project Manager
Department / Location:	Project Management
Reports to (Job Title):	GM of Infrastructure Assessment
Prepared by:	Human Resources
Date of Submission:	March 2025
HR Contact:	Nicole Gianvito

About Us

RedZone Robotics provides innovative and customized asset management solutions for underground infrastructure by delivering data-driven insights utilizing advanced robotics platforms, leveraging AI predictive tools and software to empower industry experts in making proactive decisions. RedZone Robotics believes that what lies underground directly affects the communities that live above. Our process, from inspection to data delivery, is guided by the belief we all deserve a safe place to live, work, play, and grow old.

If you are interested in a friendly, cooperative, and exciting corporate environment where you will be continually challenged and opportunities abound, RedZone Robotics is the place for you!

Learn more about us at www.redzone.com.

General Job Function

This role is a client-facing role and is also responsible for ensuring all internal RedZone departments have required information at the correct time to ensure an appropriate and acceptable end product for our clients. Project Managers are expected to interface with other departments and the client regularly to understand full project requirements. Project management will take a pro-active role from kick-off through the inspection stage, reporting stage and timely collections to ensure customer satisfaction and compliance to the client specifications. This will allow reduction of re-work and improvement of overall RedZone efficiency by avoiding poorly planned and improperly managed projects.

Duties and Responsibilities (for managing projects):

- Responsible for delivery of appropriate information and execution of all stages of project planning.
- Provide a pro-active interface between the internal departments and the clients to ensure effective definition and delivery of end product.
- Ensure the proper execution of signed contracts.
- Ensure that the internal resources have an acceptable working knowledge of the contract to allow proper execution in a timely and efficient manner.
- Execute work order, project plan and timeline for all deployments, clients, etc. in a timely manner.
- Manage the execution of change orders to capture scope changes on deployments.
- Develop agenda, coordinate and lead internal kick-off meetings where sales “deliver” work order and as much information as possible to project manager – project manager will develop next steps and hand-off to deployment.





Job Description

<ul style="list-style-type: none">• Lead the customer kick-off meeting to set expectations and address any questions.
<ul style="list-style-type: none">• Participate in daily scheduling discussion to advise project management group and operations group on the status of in-progress projects as well as tentative start dates for upcoming projects.
<ul style="list-style-type: none">• Chair weekly customer meetings to ensure open communication, assist clients and make them better understand our services in a real-time fashion.
<ul style="list-style-type: none">• Provide end-of-month updates on managed projects to Accounting. These updates will be for work performed in the field as well as data delivered for that month.
<ul style="list-style-type: none">• Assemble invoicing documentation, invoicing requests will be sent to customers by the Accounting team.
<ul style="list-style-type: none">• Develop agenda, coordinate and lead project close-out meeting with customer to ensure all issues are addressed.
<ul style="list-style-type: none">• Maintain and ensure all information is present on the RZ server for all job-related documents in a timely manner.
<ul style="list-style-type: none">• Perform other duties as assigned.

Education and Qualifications

Education Level (Degree, Area of Study) – Minimum Requirement:	Associate's Degree is required ; Bachelor's Degree in Engineering or related discipline is preferred
Years of Experience (if applicable):	Typically requires 5 – 7 years of related experience, with responsibility in a small to medium company managing multiple projects at a time
Additional Experience:	Experience in wastewater treatment, preferred
Professional Certifications:	PMI Certification is preferred

Skills and Competencies

Communications	<ul style="list-style-type: none">• Strong conceptual and visual design skills• Strong communication skills (written and verbal), ability to deliver message concisely• Negotiation and persuasion skills to give assurances to internal and external customers that programs are sufficiently staffed and equipped in midst of multiple customers that compete for same resources• Ability to develop, implement and communicate administrative policies and processes within the organization• Strong propensity to listen and ask the right questions of customers and the organization• Being aware of others' reactions and understanding why they react as they do• Demonstrate strong proficiency in emotional intelligence – being able to maintain composure and communicate with tact in challenging situations• Fluent in English• Ability to build and maintain interpersonal relationships, and influence at all levels of an organization
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Job Description

Teamwork & Collaboration	<ul style="list-style-type: none">• Ability to develop constructive and cooperative working relationships with others and maintaining them over time• Proactively reach outside the primary area of responsibility to solve conflicts or issues• Capability to partner with company's leaders to understand & drive overall cross-functional and business needs• High level interpersonal skills, poise, tact and diplomacy required to handle sensitive and stressful situations• Emotional Intelligence — position requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations• Highly resourceful with an ability to work independently or in a team on special, nonrecurring ongoing projects
Complex Problem Solving	<ul style="list-style-type: none">• Learn quickly, adapt easily to changing technology/circumstances, and apply change management skills appropriately• Use creative planning and resource management skills to meet complex schedule, skills mix, cost and personnel issues• Support high peak resource demands proactively without compromising quality• Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions• The ability to tell when something is wrong or is likely to go wrong• Analyzing information and evaluating results to choose the best solution and solve problems• Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts

Essential Functions

Check One

Supervision

<input checked="" type="checkbox"/>	No Supervisory Responsibility
<input type="checkbox"/>	Team Leader (does not hire/fire or conduct PFP)
<input type="checkbox"/>	Supervisor – Supervises small crew
<input type="checkbox"/>	Manager
<input type="checkbox"/>	Director and above

Check One

Direction

<input type="checkbox"/>	Works independently
<input checked="" type="checkbox"/>	Under general guidance
<input type="checkbox"/>	Under frequent direct guidance





Job Description

Check One

Independent Judgment / Level of Discretion

<input type="checkbox"/>	Little to none – constantly follows procedures and guidelines
<input checked="" type="checkbox"/>	Moderate – follows rules with some discretion
<input type="checkbox"/>	Significant creative – within general guidelines

Physical & Work Environment Requirements

This section covers any Americans with Disabilities Act requirements to perform the job. If the job requires lifting, bending, working with various equipment (including office) or any other physical demands, it should be noted in this section.

General Working Hours/Shift

Hours of Work per Day: 8

Shifts: 1

Environments consisting of:

- Office environments
- Percent of time indoors – 95%
- Percent of time outdoors – 5%

Work activity consisting of:

- Work up to 10 hours per day – on average 8 hours, on average 5 days/week
- Work with others
- Work alone
- Stand up to 2 hours – on average 1 hour
- Sit up to 8 hours – on average 7 hours
- Lift up to 15 lbs.
- Use of hands for basic hand and power tools and handheld computer and telephone equipment

Work Materials Used/Protective Equipment Needed

Work Materials Used: Computer, telephone

Work postures consisting of:

- Lifting
- Bending
- Crouching
- Reaching
- Sitting
- Carrying
- Driving
- Speaking
- Standing
- Pushing
- Climbing
- Hearing
- Walking
- Pulling
- Kneeling
- Seeing





Job Description

Physical Requirements

Lifting	Occasionally (1-33%)
Sitting	Constantly (67-100%)
Standing	Occasionally (1-33%)
Walking	Occasionally (1-33%)
Bending	Occasionally (1-33%)
Carry	Occasionally (1-33%)
Pushing	Occasionally (1-33%)
Pulling	Occasionally (1-33%)
Crouching	Occasionally (1-33%)

Balancing	Not Applicable
Driving	Occasionally (1-33%)
Crawling	Not Applicable
Climbing	Occasionally (1-33%)
Kneeling	Occasionally (1-33%)
Reaching	Occasionally (1-33%)
Speaking	Constantly (67-100%)
Hearing	Constantly (67-100%)
Seeing	Constantly (67-100%)

Physical Tasks

Task Description	Typical Weight	Maximum Weight	Typical Distance	Frequency
Personal luggage	10 lbs.		Up to 50 yards	Rarely
Materials and Information	10 lbs.		Up to 50 yards	Occasionally
Laptop	4 lbs.		Up to 50 yards	Frequently

Travel Requirements

Overall frequency of travel: **Less than 10%**

Local travel (driving): **Less than 10%**

In-country travel (flying): **Less than 10%**

International (flying): **Less than 10%**

