



Program Manager

POSITION SUMMARY:

The primary role of the Program Manager is to develop, implement and execute management functions in support of US government and commercial contracts. Responsibilities extend from the engineering and manufacturing development phase through to full-rate production deliveries. This position will manage and assist in the development of the Metal Shark team supporting various programs in the areas of planning, budgeting, scheduling, integrated logistics support and contract management. Leadership responsibilities extend to other members of the program team, supporting team leaders and third-party contractors and consultants.

ESSENTIAL FUNCTIONS AND MAJOR RESPONSIBILITIES:

- Directly manage business, program, and admin deliverables with matrixed resources from respective teams
- Serve as direct supervisor for Technical Writer/Government Furnished Equipment Manager and Programs Department Data Manager
- Manage customer communications and reporting, serve as POC for customer until vessel is delivered
- Serve as business owner; work with contracts manager and project team to process contract modifications and change orders with customer
- Ensure all required documentation and paperwork is developed and executed on-time, per the project schedule and delivered with the vessel.
- Participate in customer sea trials and acceptance testing
- Engage Metal Shark Sales Team personnel to ensure program/project coordination and communication from point of sale through delivery
- Manage customer "punch-list" to resolve discrepancies documented during sea trail and acceptance testing before or after delivery
- Manage delivery and training resources (and subcontractors, if necessary) to plan and execute delivery of the vessels to the contracted location. May require logistics work, especially for vessels delivered to international customers. Ensure Finance team prepares and executes bill of sale and other delivery paperwork on-time.
- Ensure proper handoff post-delivery to Metal Shark's Customer Support and Warranty Team for ongoing support for the life of the customer.
- Track progress of projects with regard to schedule and budget. Report on established program metrics and provide regular reporting to the Executive Team.
- Proactively identify business risks and manage issues; create and oversee mitigation plans with project team
- Make tough calls in complex situations, lead conflicting team interests towards collaborative resolution

JOB SCOPE:

The role operates with general parameters but must use sound judgement and independent decision making when carrying out job responsibilities. Has the ability to influence and recommend modifying existing protocols.

INTERPERSONAL CONTACTS:



Interacts regularly with senior and executive leadership and provides strategic-level input and recommendations with regards to the contract execution. The individual serves as a visible representative to the United States government and commercial customers. He/She interacts on a regular basis with senior military and civilian leaders. The person engages other leaders in industry to form effective teaming relationships and align efforts to meet program and company objectives.

KNOWLEDGE SKILLS AND ABILITIES:

- Excellent interpersonal and communications skills, both oral and written
- Superior leadership, management, and team-building skills as evidenced by previous work experience.
- Capable of imparting company values to large program team
- Maintain and demonstrate professional demeanor and conduct with internal and external customer base
- Excellent negotiation skills
- Excellent problem solving and decision-making skills
- Experience using Microsoft Windows, Excel, Word, scheduling and database programs
- Must be able to read and comprehend work specifications, work orders, blueprints, contracts and technical publications.
- Possess US Passport and be willing and able for international and domestic travel. Travel estimated 30% on annual basis.
- Ability to schedule, direct and organize work within a diverse department and coordinate work with other departments to maintain efficiency and facilitate group decision-making, team building and conflict resolution

EDUCATION AND/OR EXPERIENCE:

- BS Degree in an engineering discipline or business field is required. Master's Degree in technical/business discipline preferred.
- Minimum ten (10) years of experience in business and/or government, including experience in a management position. Minimum three (3) years of experience in government or industry with a major government acquisition program.

CERTIFICATES, LICENSES AND REGISTRATIONS:

- Employee must be a "U.S. Person" as defined by Code of Federal Regulations, Title 22, Section 120.15

PHYSICAL DEMANDS:

Work is conducted in a dynamic, fast-paced office setting with moderate to loud noise levels from production activity in the shipyard. The individual may be required to be in production areas in yard and onboard ships. He/She must be able to walk to and from job sites. The person must be able to climb inclined stairways and vertical ladders and may be required to lift up to 20 pounds. He/She may be required to work more than 8 hour shifts and weekend work. There



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may be local travel and out-of-town travel (including air travel) up to 30% of the time with notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

While in production areas, will be exposed to all weather conditions, noise, dusts, and odors. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.