



METAL SHARK
METALSHARKBOATS.COM

JOB DESCRIPTION

Program Manager

Metal Shark is a market leader in the design and production of government, military, commercial and recreational boats and small ships up to 250' in length. Metal Shark is a young and dynamic company with a technology-centric approach to shipbuilding. Innovative thinkers, self-starting leaders and driven performers thrive in our environment. We are a growing small business, and as such, job expectations evolve over time. It is likewise expected you will be flexible with evolving your role, based on need as well as your areas of aptitude and interest.

JOB DESCRIPTION:

As Program Manager, you will organize and coordinate company programs and all associated projects. You will be responsible to manage programs and integrate the deliverables and support to improve overall organizational performance mapped to business objectives. You will provide strategic guidance to teams and project managers in ways that promote the company's core values and advance company strategic initiatives. You will oversee Project Managers on the progress of the operations of individual projects within assigned program areas.

You may be assigned to work one or two large program areas (market segments) at a time, or multiple smaller program areas. You may also serve as a project manager on an individual project from time to time, in addition to program management assignments.

DUTIES AND RESPONSIBILITIES:

- Steward the assigned program area and personnel
- Work closely with project sponsors, cross-functional teams, and assigned project managers to develop the scope, deliverables, required resources, work plan, budget, and timing for new project initiation
- Formulate, organize and monitor inter-connected projects
- Strategize, implement, and maintain program/cross project initiatives that adhere to organizational objectives
- Oversee multiple project teams, ensuring program/project goals are reached
- Supervise, lead, mentor, coach and evaluate project managers and other staff
- Develop and control deadlines, budgets and activities across projects
- Work closely and maintain a delicate balance in daily project management to ensure organizational objectives succeed.
- Maintain organizational standards of stakeholder satisfaction, quality, and performance
- Oversee and apply change management, risk management and resource management in assigned program areas
- Develop program assessment protocols for evaluation and improvement to maximize Return on Investment
- Resolve projects' higher scope issues and oversee project communications.
- Make tough calls in complex situations, lead conflicting team interests towards collaborative resolution
- Interact regularly with senior and executive leadership and provide strategic-level input and recommendations with regards to contract and program execution.
 - o Serves as a visible representative to the Federal, State, Local, Foreign governments personnel and commercial customers.
 - o May interact on a regular basis with senior military and civilian leaders.
- Engage other leaders in industry to form effective teaming relationships and align efforts to meet program and company strategic objectives.



- Work with the Executive VP of Programs to:
 - o Man, Train and Equip the programs department;
 - o ensure the right people, processes and tools are developed, in place and in use;
 - o recruit, mentor, train and retain project managers and associated personnel
- Federal programs
 - o Serve as the company Facility security Officer
 - o Supervise Technical Writer/Government Furnished Equipment Manager and Programs Department Data Manager
- State/Local/Commercial
 - o Maintain master integrated production scheduling tool in MS Project for both Jeanerette and Franklin

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 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
- Thorough understanding of project/program management techniques and methods (EVMS, Scheduling, etc)
- Excellent knowledge of performance evaluation and change management principles
- Excellent knowledge of MS Office; Strong knowledge of program/project management software (MS Project etc.)
- Possess US Passport and be willing and able for international and domestic travel. Travel estimated 30% on annual basis based on assigned program area.

The following characteristics and skills will be assessed more favorably:

- Experience in marine industry, especially past project management in a boat/ship building environment
- Experience with Enterprise Resource Planning systems.
- Familiarity with material requirement planning, inventory planning/management to support production, manufacturing work flows, etc.
- Previous experience implementing process and/or leading process improvement initiatives

EDUCATION AND/OR EXPERIENCE:

- BS Degree in an engineering discipline or business field is required. Master's Degree in technical/business discipline preferred.
- Minimum fifteen (15) years of experience in business and/or government, including experience in a management position. Minimum five (5) years of experience in a project management or equivalent role.

CERTIFICATES, LICENSES AND REGISTRATIONS:

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