OVERVIEW

Founded on a $100 loan in 1907, 2 teenage boys opened up a messenger service in a 6 by 17 foot office located just below the sidewalk on Second Avenue and Main Street in Seattle, WA. Messengers ran errands, carried notes, hand baggage, and delivered trays of food for customers. They also delivered packages, traveling by streetcars and bicycles for longer trips, and later using motorcycles.

Roles and Responsibilities

JOB SUMMARY

The Project Engineering Manager manages construction activities for the districts (e.g., overseeing bid packages and contractors, managing quality control, and ensuring the end result meets UPS standards and environmental compliance regulations). He/She facilitates process improvements to ensure efficiency of the conveyor systems and package flow. The Project Engineering Manager coordinates construction and conveyor systems projects in multiple facilities, ensuring cost and quality specifications are met. This position manages others within the department. The Project Engineering Manager must have a flexible travel schedule, including weekends.

The Project Engineering Manager inspects facilities and construction regularly to ensure adherence to contract specifications. He/She meets regularly with mechanics, contractors, supervisors, part-time supervisors and housekeeping porters to identify and address issues. This position coordinates cross-functional activities to support projects toward completion. The Project Engineering Manager qualifies vendors (e.g., verifies that certifications are current, interviews vendor representative[s], validates references, etc.) prior to contract signing to confirm vendor’s capacity to meet project requirements in a timely manner for a reasonable price. He/She obtains conveyor systems’ user information to identify required end user training. This position conducts training or hires contractors to train employees on the operation of newly constructed equipment or conveyor systems.
OTHER DUTIES

- Creates design modifications or process improvements to address conveyor system or package flow problems.
- Accepts construction improvement requests by researching past issues with conveyor systems and alternatives for the most cost effective option.
- Discusses recommendations with corporate and region plant engineering, and cross-functionally to coordinate new construction projects and assess their impact on the region.
- Prioritizes construction, remodeling, or conveyor system installation/redesign requests to meet district needs and available budget.
- Presents process improvement alternatives to Plant Engineering management to respond to construction requests from operations.
- Assists the district in the development and approval process of the Request for Appropriation (RFA) to facilitate its approval from the Real Estate and Facilities Committee (REFCO).
- Communicates across the Plant Engineering levels of management to ensure agreement on design and status of the project.
- Communicates with the Region Plant Engineering Manager on a weekly basis to discuss the status of projects (e.g., cost, quality, schedule, etc.).
- Communicates potential conflicts and/or problems (e.g., missing milestone deadlines) to region management team to manage expectations and solicit assistance.

Education and Qualifications

PREFERRED COMPETENCIES

- Budget Management: Tracks expenditures against financial targets; describes impact of area’s budget on organizational financial plan.
- Business, Financial, and Industry Knowledge: Considers industry and financial trends when making account decisions; understands critical aspects of business models and operating structures to provide input into decisions.
- Physical Assets Management: Applies a working knowledge of physical asset management and allocation, including financial and operational impact; calculates the value or depreciation of standard physical assets; identifies problems with physical assets and/or potential concerns with the management of physical assets.
- Project Management: Develops project management plans and leads the implementation for basic projects of short duration requiring limited coordination and resources; supports initiatives with well-defined project needs and cross-functional roles/responsibilities throughout the project life cycle; manages minimal organizational resistance to cross-functional project demands; employs project management tools and technology (e.g., Microsoft Project, Program Management Group website, etc.) appropriately.
- Project Planning: Develops and executes project management plans for basic projects of short duration requiring limited coordination and resources; supports initiatives with well-defined project needs and cross-functional roles/responsibilities throughout the project life cycle; manages minimal organizational resistance to cross-functional project demands; employs project management tools and technology (e.g., Microsoft Project, Program Management Group website, etc.) appropriately.
- Vendor/Supplier Management: Demonstrates a broad understanding of UPS and vendor business needs and goals; reviews and recommends appropriate vendors based on business needs to internal stakeholders; provides input into the creation of vendor
contracts or agreements; communicates expectations to vendors.

MINIMUM QUALIFICATIONS

- Bachelor’s degree (or internationally comparable degree) – Engineering or Science - Preferred

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How to Apply