



**Non-Exempt/Full-time Salaried Position:** Project & Field Service Manager

**Location:** High Sierra Electronics, Grass Valley, California

**Reports to:** General Manager and Manager of Field Engineering

**JOB SUMMARY:** Deploy and manage turnkey Hydrologic Early Warning Systems from conceptual design to installation involving, but not limited to, project management, maintenance, integration, installation, and troubleshooting. Position requires strong project leadership, tactical organization of field and subcontract resources, inventory control, decision making in demanding circumstances, and a keen eye for safety. Accountable for meeting customers' schedule and technical requirements on assigned projects from pre-proposal through implementation, final system acceptance, and project wrap-up.

#### **DUTIES AND RESPONSIBILITIES**

- Actively participate in pre-proposal communications with the customer to ensure a full understanding of the customers' project requirements.
- Participate with the Sales Department in developing HSE's proposal.
- Work directly with customers maintaining an account management role to provide equipment and overall system recommendations for customers.
- Generate Scope of Work documents for customer projects and work requests.
- Generate detailed project; including the scope and schedule of the project, radio path study requirements, site surveys, photos and/or sketches that may facilitate installation planning, any engineering or special resources necessary to meet contract requirements, and anticipated risks and plan to mitigate risks.
- Manage and implement the project to the approved plan to ensure on-time delivery of project and that all project requirements are met.
- Analyze consistency, completeness and accuracy of collected data to ensure system reliability. Perform detailed data analysis using relevant sensor data, logs, and reports.
- Arrange associated travel to customer locations.
- Perform the installation, maintenance, and troubleshooting of various hydrological equipment in sometimes remote locations under adverse conditions.
- Provide technical training on HSE product line and standard maintenance procedures to other field service employees and customers
- Ensure successful operation of systems, including system-level testing and system software through customer buy-off.
- Ensure timely submittal of documentation such as technical drawings, plans and reports, change orders, invoices, etc.
- Convene project status review meetings with engineering and production to identify any problems and work-around. Develop contingency plans to keep project on schedule.
- Manage construction, installation, acceptance and maintenance operations utilizing internal resources and construction subcontractors, etc.
- Maintain regular communications with customer to ensure that they are aware of the current status and progress of project(s).
- Protect the company's interests by verifying field sites are ready for work and the necessary materials, equipment and permissions are in place prior to dispatching crews or subcontractors to the job sites.
- Determine project profitability working with team on increasing efficiency by implementing new procedures or tasks.
- Generate project documentation for a complete and comprehensive customer file.
- Follow-up on and work with customer to resolve any invoicing or accounts receivable problems.
- Complete a post-project-review, as required.



## **QUALIFICATIONS**

- Knowledge of detailed project planning and project management.
- Technical background of various system components and configuration.
- Familiarity with Microsoft® Windows® and the following computer software: Excel, Word, CAD, and other software from various vendors.
- Understanding of IT networking principals.
- Ability to troubleshoot problems (in less than perfect environmental conditions) related to RF, electronics, poor hardware configurations, telemetry, and various meteorological sensors.
- Knowledge of project management tools, e.g., project management software to determine float or slack time in the schedule, Gantt charts, etc.
- Skilled in building an effective field service team with the ability to supervise and motivate employees to reach personal goals.
- Ability to define the scope of a project and the appropriate methods for completing the project.
- Ability to set priorities, work independently, and proceed with objectives without supervision.
- Knowledge of ERP software.
- Ability to manage multiple projects concurrently to deliver products of varying complexity on schedule.

## **EDUCATION AND EXPERIENCE**

- Bachelor's Degree, preferably in engineering.
- Five years relevant experience or equivalent combination of education and experience.
- Understanding of engineering, hydrological, and manufacturing processes.
- Basic knowledge of DC circuitry, electronics, and radio communications.
- Proven track record experience in project management of technical and communications projects with roadway-related construction content.
- Experience with RF environments, real-time telemetry, ALERT and ALERT2 principals, or other data collection platforms is preferred, but not required.

Compensation is based upon experience and qualifications. Please apply by submitting your résumé, cover letter, and salary requirements to [resumes@hsierra.com](mailto:resumes@hsierra.com)

### **Mail:**

Attn: Human Resources  
High Sierra Electronics, Inc.  
155 Spring Hill Drive, Suite 106,  
Grass Valley, CA 95945

### **No phone calls please**

### **Equal Opportunity Employer**

High Sierra Electronics, Inc. is an Equal Opportunity Employer. It is the policy of High Sierra Electronics, Inc. to provide a fair and equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. High Sierra Electronics commitment to equal opportunity is applied through every aspect of the employment relationship, including, but not limited to, recruitment, selection, placement, training, compensation, promotion, transfer, termination, and all other matters of employment.