



Piton Exploration LLC
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Job Description – Project Manager

Job Responsibilities:

- Determine and define project scope and objectives
- Prepare project budget based on scope of work and resource requirements
- Predict resources needed to reach objectives and manage resources in a safe, effective & efficient manner
- Develop and manage a detailed project schedule and work plan
- Lead and supervise teams composed of employees and/or contractors with direct onsite supervision
- Coordinate with pertinent regulatory agencies to ensure compliance with all local, state, and federal environmental, cultural, and safety codes
- Track project costs in order to meet budget
- Provide project updates to owner and client on a daily basis
- Monitor progress and make adjustments as needed to meet objectives within budget
- Manage contracts with vendors and suppliers
- Ensure the capture, safety, and integrity of all project data
- Measure project performance to identify areas for improvement
- Responsible to ensure that all operations are conducted to the highest level of safety standards, environmental and operational best practices throughout entire project execution
- Provide field and logistical support to ensure project objectives are met
- Coordinate with Office Administrator regarding purchasing, travel logistics, bi-weekly payroll & expense review for project staff
- Ancillary duties as requested by the owner as needed

Accountability:

- Report to Operations Manager
- Responsible to interact with and build relationship with client
- Responsible to client for meeting project scope and budget and responsible for overall safety of the project

Qualifications/Skills:

- Attentive to detail and alert at all times to ensure safety
- Ability to effectively provide and receive instructions and communicate with co-workers
- Ability to meet the physical demands of the job (standing for long periods of time, lifting heavy loads of up to 50 pounds, working outdoors in all weather conditions, traversing uneven rugged terrain, etc.)
- Ability to travel to and live in primitive remote work sites for up to 6 weeks
- Familiarity with power tools and machinery is a plus
- Ability to safely operate various vehicles and equipment in off-road environments
- Experience in mountaineering and/or rock climbing is an asset, but not necessary
- Strong analytical skills
- Strong interpersonal skills
- Resourceful and proven ability to solve problems creatively
- Firearm safety and proficiency, wildlife awareness and avoidance

Education, Experience, and Licensing Requirements:

- Bachelor's degree in Geology or related earth science; higher education preferred
- 5+ years experience in exploratory geology, mining, or rock/soil sampling
- Wilderness First Responder certification
- Working knowledge of GIS systems
- Basic MS Office software
- Valid driver's license

Compensation

DOE