Date: January 13, 2017

Job Title: Program Manager

Division: KTSV-IL

Location: University Park, IL

Reports to: Director of Operations

Description:

This position is responsible for leading and managing cross-functional, internal and external member teams to ensure successful new product launches and also internal project improvement initiatives by establishing goals and objectives for each functional group and monitoring performance. Responsible for developing and/or managing project timing, capital requests, capital budgets and product objectives (cost, weight, performance etc.) Responsible for managing programs/projects from the study phase through the evaluation of the project schedule and ensuring proper submission of deliverables. Responsible for developing and updating program metrics using A-3 documentation tools. Responsible for providing periodic updates to the company staff and customers on assigned programs. Develops metrics for programs, projects and team performance and provides regular updates. Communicates regularly with all functional areas, including engineering, operations, sales, marketing and supply chain management personnel regarding project goals, issues, and accomplishments. Provides input to team members' department supervisors for performance appraisal.

Position Key Accountabilities:

- Supporting/Encouraging our journey towards a Safety Culture of **SAFTEY FIRST & Always and that there isn't a close second in terms of priorities**.
- Responsible for managing programs/projects from the study phase through the evaluation of the project schedule and ensuring proper submission of deliverables.
- Ability to lead others in solving problems through a structured approach, emphasizing root cause analysis and decisive implementation.
- Accounting and Financial planning skills desired.
- Experienced with MS Project, Excel and all other MS Office Suite applications.
- Assist in customer meetings, conference calls and site visits when required.
- Bachelor's degree in Program Management, Engineering, or Business.
- 10 years' experience in engineering, marketing or business with at least 5 years' project management experience in an Industrial business environment.
- Responsible for developing and updating program metrics using the A-3 (or equivalent) documentation tools.
- Support the implementation of Servant Leadership principles by actively participating and leading by example.

Fundamental Irreplaceable Behavior Values:

Interpersonal Skills: Easy to get along with; Treats all people with dignity and respect ; displays ***kindness;*** shows interest in others; gives others appreciation and encouragement; common courtesy; Always approachable; never rude; Aware of and sensitive to what other people are feeling; Is at ease with people at all levels; Does not belittle the opinions or work of other people, regardless of their status or position; Deals effectively with a diverse workforce; Demonstrates a high degree of "emotional intelligence"; Truly values and genuinely likes people; Treats others with ***respect*** and as important person; Is ***unselfish*** and meets the legitimate needs of others; Serves others.

Ethics and Integrity: Admits mistakes in spite of the potential for negative consequences; Presents unpleasant or disagreeable facts in an appropriate manner; Keeps promises; meets goals and deadlines;

Avoids situations and associations that could be considered inappropriate; Honest in all dealings; Upholds and models organization's values; Does what you say you will do; Is ***forgiving*** when wronged.

Business Demeanor / Temperament: Displays a positive attitude and optimism about the work to be done, the people he or she works with, customers, management, and company policies; Has a constructive sense of humor; Maintains a calm temperament and pleasant demeanor; Shows self-control; Acts as a positive influence on others; Is courteous, ***patient***, cooperative, and helpful; Is ***humble***, never boastful or arrogant.

Accountability: Accepts personal responsibility for the quality and timeliness of his/her work; Acknowledges and corrects mistakes; Doesn't make excuses or blame others for errors or problems; Carries his/her fair share of the workload; Does what he/she ***commits*** to doing.

Excellent Performance Outcomes:

- Support achieving required contribution margin for jobs that I am assigned each quarter by:
    - Organize, prioritize and manage new product launches and major internal improvement initiatives.
    - Lead customers, internal leadership and associates in project execution through a structured approach, emphasizing root cause analysis with decisive implementation.
    - Responsible for developing and updating program metrics using A-3 documentation tools.
    - Must display proficiency in verbal and written communication in order to provide leadership for internal staff and external customer groups to meet project objectives.
    - Responsible for providing periodic updates to company staff and customers on all assigned programs on a frequent and consistent basis.
    - Any planned/unplanned changes that are required during an assignment must be documented and implemented in revisions and documented in a post-mortem review.

_____ _____
Candidate Signature Date

_____ _____
Manager Signature Date

_____ _____
General Manager Signature Date