



Facilities Project Manager

About The Equity

The Equity is an independent cooperative headquartered in Effingham, Illinois and has over 500 employees. Our market area currently includes 19 locations and covers South-Central Illinois and Southwest Indiana. The Equity has five divisions including: Agronomy, Grain, Feed & Livestock, Energy, and Retail Store, plus a Precision Agronomy dealership. The Equity's mission is to deliver value to our customers through operational excellence, providing information, exploring opportunities, and supporting profitable roles for producers. Our core values, profitability, customer focus, constant improvement, integrity, and accountability have led to our success. These core values will continue to keep our company strong into the future. We hold sacred our brand promise of offering the best products, latest technology, and high-quality service, done right!

About the position

Location: Corporate Office, Effingham, Illinois

Reports to: VP of EHS & Facilities

Salary: Commensurate with experience

Required Knowledge, Skills, and Leadership Characteristics:

- Bachelor or associate degree with technical training in engineering preferred
- Minimum of three to five years of experience and responsibility in project management
- Demonstrates ability to communicate effectively with management, employees, and customers
- Possess a self-motivating personality as well as team building skills
- Ability to read, analyze and interpret schematics
- Ability to multitask and effectively handle multiple projects and timelines
- Must have a valid driver's license and good driving record

Key Responsibilities:

1. Follow all established personnel and safety policies and procedures
2. Plans layout of projects and integrates engineering elements into unified design
3. Controls any number of projects as various stages of work. Reviews records of accounts and inputs entries into proper accounts
4. Plans budgets and schedules facility modifications, including cost estimates
5. Contractor management, scheduling, follow up, and acting as the main point of contact
6. Control project through administrative direction of on-site foreman to ensure project is completed on schedule and within budget
7. Regularly inspects construction and installation progress
8. Represent company in contractor / project meetings

Travel: The position requires frequent travel to all Effingham Equity facilities.

Work Environment: While performing daily duties the employee will be working near moving mechanical equipment, in outside weather conditions, and may have exposure to fumes or airborne particles. Occasionally works in high precarious places. May require extended hours. Must be available for emergency breakdowns (nights, weekends, and holidays).

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time.

Effingham Equity shall not be liable for, shall not pay, and expressly rejects and disclaims any and all responsibility or liability for any commission, expense, fee or cost claimed or charged by any recruitment or employment agency, firm, or company in connection with the employment of any candidate selected by Effingham Equity for the position described above unless a written contract is executed by Effingham Equity and such employment agency, firm or company before Effingham Equity makes an offer of employment to such candidate.