

Position Title	Project Manager
Location	Burnaby, BC
Reports to	PMO Director

Summary

Greenlane Renewables Inc., headquartered in metro Vancouver, Canada, is a leading global provider of biogas upgrading systems that are helping decarbonize natural gas. Our systems produce clean, low-carbon and carbon-negative renewable natural gas (RNG) from organic waste sources including landfills, wastewater treatment plants, dairy farms, and food waste, suitable for either injection into the natural gas grid or for direct use as vehicle fuel. With multiple core technologies, more than 125 biogas upgrading systems sold into 19 countries and counting, and over 30 years industry experience and patented proprietary technology, Greenlane is inspired by a commitment to helping waste producers, gas utilities or project developers turn a low-value product into a high-value renewable resource. Greenlane is a publicly-traded company on the Toronto Stock Exchange (TSX: GRN).

The Project Manager will work across a fast-paced and agile team and be accountable for the successful execution of external customer projects in accordance with Greenlane's policy and procedures. The incumbent in this role will lead the internal cross functional teams and liaise with suppliers, external clients and end users, to ensure outcomes are in line with customer contract requirements and the company project governance process.

Duties & Responsibilities:

- Plan and lead the execution of customer projects using company standard project management tools and templates in accordance with PMI methodology.
- Manage entire projects from contract award to completion and handover in accordance with company processes and procedures.
- Manage the scope, schedule, quality and budget of allocated projects.
- Manage scope creep and change orders as and when required to ensure client requests for changes are formalized and that projects meet their required gross margin.
- Provide quality and on time delivery of project planning and submit reports using the company standard project management and reporting tools.
- Manage the interface between Engineering, Purchasing, Accounting and Aftercare for assigned projects.
- Set project specific targets and communicate to the teams at the various stages.
- Track and report on project costs, profit margins and project percentage of completion throughout the life cycle of assigned projects.
- Work closely with senior management in the execution of projects as allocated and manage day to day aspects of the projects and scope including team establishment and development.
- Understand the client's outcome requirements and managing their expectations and any variations to our original scope. Manage any external communications between the project team and outside customers.
- Mitigate or eliminate, to the extent possible, any Greenlane exposure and risk to the project through utilization of risk mitigation tools and techniques.
- Participate in the development and implementation of internal business process initiatives and improvements.
- Ensure project documents are complete, current and stored appropriately in accordance with the Quality Management System.
- Prepare QRs (Quality Reports) and support the identification and implementation of Corrective Actions utilizing IMSXpress.
- Manage the client invoicing and payment schedule to ensure collections are in line with the contract

- Analyse project profitability to ensure it is in line with the budgeted gross margin and enact recovery plans when deviations occur.
- Prepare project claims for variations including scope changes, material or equipment switches, extensions to time, increase in resources and project accelerations.
- Evaluate the lessons-learned during the execution of projects, document and apply the lessons-learned to future projects.
- Make sure Greenlane has the correct HSE representative on site and the CDM or equivalent regulations for the project have been met.
- Domestic and international travel may be required.

Education & Experience:

- Attainment of or actively progressing towards attainment of PMI Project Management Professional Certification (PMP), Prince2 certification or equivalent.
- Post-secondary degree, preferably in Engineering is considered an asset.
- A minimum of 7-10 years of experience managing customer projects involving complex mechanical, electrical and electronic systems, ideally in the renewable natural gas sector.
- Detailed understanding of the project management process, Project Management Office “PMO” and the ability to execute against the project TETRAD – Scope, Budget, Schedule and Quality.
- Implement plans and control processes to ensure the successful delivery of the project.
- Agile in approach to managing risks, issues and problem solving with diplomacy and professionalism.
- Ability to plan through Work Breakdown Structures and use planning tools.
- Good understanding of the PMI guide to PMBOK and project management processes, methodology and framework.
- Comprehensive understanding and able to execute Earned Value Management System (EVMS) and measure the progress of the work.
- Knowledge of project accounting, cash flow forecasting and invoice management.
- Ability to communicate effectively with client representatives at all levels.
- Good written and verbal communication skills.
- Agile and Lean practitioner with good knowledge of scrum methodology.
- Hands on experience of the installation process and site safety requirements.
- Risk or value management certification is highly desirable.

How to Apply:

We are an equal opportunity employer and invite applications from all qualified individuals. To be considered for this role please apply through the Greenlane Renewables page on LinkedIn and attach your resume. While we thank all interested candidates only those who are short-listed will be contacted.