

SAFE Inc. is customer focused, results-based engineering firm providing technical services such as mechanical testing, failure analysis, environmental testing, design, stress, fatigue and damage tolerance analysis for the aviation industry. We provide comprehensive engineering and maintenance support to the Department of Defense, commercial airlines, and major repair and overhaul facilities. Support includes evaluation and approval of repairs and modifications, evaluation of process specifications, development of specialized installation and tooling procedures, research and development or certification mechanical testing. Engineers at SAFE possess an in-depth working knowledge of all aspects of the DoD research, development, testing and evaluation (RDT&E) effort; basic research, applied research, advanced technology development, demonstration / validation, and engineering / manufacturing development (technology transition). SAFE's work also includes engineering research at the United States Air Force Academy's Center for Aircraft Structural Life Extension (CASTLE). **SAFE Inc.** is a *Service-Disabled Veteran Owned Small Business (SDVOSB)*. www.saf-engineering.com.

This is a full-time position. SAFE offers a full benefit package, including open PTO, a collaborative work environment, and strong company culture. Veterans and military spouses are encouraged to apply.

Position Description:

SAFE Inc. has an opening for a *Project Manager* with experience managing multiple DoD and commercial projects. As a PM, you will have the opportunity to manage projects that make impacts on processes, productivity, and procedures.

Work Location: USAF Academy, Colorado and Monument, Colorado

The ideal candidate:

- Takes pride in the high standards required of a world-class R&D organization
- Is detail-oriented
- Recognizes the importance of building and maintaining strong interpersonal relationships
- Demonstrates an enthusiasm for learning new skills
- Identifies and evaluates opportunities to improve capability through process and capital improvements
- Possess the professional acumen to efficiently operate in a facility shared by multiple organizations with unique priorities
- Effectively balances support for multiple concurrent programs

Responsibilities include:

- Work with Task Leads and VP (customer at times) to identify and define project requirements, timeline, and resources, and assess feasibility and risks
- Monitor progress, track milestones and goals, and help set timelines
- Track, analyze, and synthesize the program's portfolio of projects, contractual and other deliverables
- Assist with organizing task priorities and allocate sufficient resources to efficiently and effectively meet the objectives of each project and task
- Coordinate meetings, help prepare budgets and schedules, develop agenda items, attend high-level meetings, generate minutes, track action items, and prepare process documents and other workflow diagrams as required
- Recommend policies, doctrine, strategies, and procedures
- Ensure that government and DoD security policies and rules are implanted and adhered to as needed
- Implement, maintain, and update databases/spreadsheets to support project and task requirements
- Administer and manage project management tools
- Support the coordination of internal processes, plans, work products, schedule completion dates, and monitor project and task status and completion
- Assist the VP with the inflow and outflow of staff including new hire onboarding activities, training and orientation of new team members and out-processing paperwork

- Maintain staff credentials and training certs
- Assist with the coordination of supplies for program resources
- Assist with business development
- Maintain effective communication with stakeholders to keep them informed on status of supported projects and tasks
- Other similar professional duties may be assigned as needed

Qualifications:

Job Qualifications:

- Bachelor's degree preferred
- PMP certification preferred
- 8+ years of leadership and management experience
- 5+ years of Project Management experience with a DoD contractor
- 2+ years of experience managing engineering teams preferred
- Experience managing project management tools
- 3+ years budgeting experience
- Demonstrated ability to manage multiple projects simultaneously
- Experience supporting government environments
- Superior organizational and planning skills
- Aggregate, analyze and present data
- Professional written and verbal communication skills
- Occasional overtime and travel may be required
- MUST be able to successfully pass a drug and background check
- MUST be able to successfully obtain a DoD CAC card and work in the US

Application Notes:

Please submit a cover letter and resume with references to Lmm@saf-engineering.com

Position will remain open until filled.