

## **Job Information**

**Job Title:** Project Manager

**Location:** Albuquerque, NM

**Status:** Full Time

### **SUMMARY**

Plans, directs, and coordinates construction and/or refurbishment of assigned project(s) to ensure that goals or objectives of project(s) are accomplished within prescribed time frame and funding parameters by performing the following duties personally or through subordinate supervisors, vendors, and/or subcontractors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Reviews project proposals, blueprints, specifications and other documentation to determine time frame, funding requirements, procedures for accomplishing project, staffing, materials, plant and equipment requirements, and allotment of available resources necessary to complete project.

Prepares detailed scope of work and cost estimate of materials, labor, and equipment required to fulfill provisions of contract. Consults with clients, vendors, subcontractors, or other individuals to discuss and formulate estimates and resolve issues. Negotiate proposals with client

Prepares pre-construction subcontractor bid package, conducts subcontractor job walk, obtains and evaluates subcontractor bids; makes award notification and prepares subcontract award documentation.

Establishes work plan for each phase of project and subcontracts accordingly to include specialized craft work such as electrical, structural steel, concrete, and plumbing. Initiates purchases and ensures that materials for construction are on site as needed

Inspects work at sites for compliance with terms and specifications of contract. Directs and coordinates activities of project personnel and/or subcontractors to ensure project progresses on schedule and within prescribed budget.

Provides current project status to the Senior Project Manager. Ensures appropriate documentation is compiled and reported to facilitate project billings.

Ensures all work site personnel are in compliance with Corporate Health and Safety, and Quality Control programs. Coordinates project activities with government regulatory or other governmental agencies.

Ensures project(s) close-out documentation is compiled, submitted, and accepted by client.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises project subcontractors, superintendents, and quality/safety manager in the work process. Carries out subcontract supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include subcontractor/vendor bid acquisition, subcontract award; planning, assigning, and directing work; appraising performance; addressing subcontractor/client complaints and resolving problems.

## **PREFERRED QUALIFICATIONS**

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree (B. S.) from four-year college or university in any Construction related field; or five to seven years related experience and/or training; or equivalent combination of education and experience. Basic computer skills required and a working knowledge of standard off the shelf software applications to include Timberline, Progen, or Pulsar estimating software and Microsoft Word, Project, and Excel. Experience dealing with JOC/SABER/IDIQ/Task orders is highly desired as well as experience dealing with the ACOE.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, blueprints, scale drawings, schematics, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to use hands to handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and depth perception.

**\*\*You must submit a NASCO job application to be considered an applicant. You can find and submit a job application by visiting our website at <http://www.nascousa.com/careers.html>. Please send completed application to [hr@nascousa.com](mailto:hr@nascousa.com).**

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