

Job Information

Title: Project Manager

Location: Cheney, WA

Status: Full Time

COMPANY PROFILE

Native American Services Corporation (NASCO) is an award-winning, Native American owned best-value construction management company that specializes in federal IDIQ, JOC, and SABER contracts, as well as multi-million dollar vertical stand-alone projects.

SUMMARY

Plans, directs, and coordinates the activities of a designated contract or project to ensure that goals or objectives of the contract or project are accomplished within prescribed time frame and funding parameters by performing the following duties personally or through subordinate personnel.

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

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 client. 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 ten 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 including and Microsoft Word, Project, and Excel.

An OSHA 10 Hour Certification, Supervisors First Aid and CPR Certifications are required and the OSHA 30 Hour Certification is preferred.

Design-Build construction work experience on commercial and University projects and two to five years' experience managing multiple task orders on Job Order Contracts (JOC) is highly desired.

REASONING ABILITY

Ability to define problems collects data, establish facts, and draw valid conclusions; and interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, blueprints, scale drawings, schematics, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or boards of directors.

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 speak and hear. The employee frequently is required to walk; use hands to handle or feel; and reach with hands and arms. The employee is occasionally required to stand; sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include 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.**

NASCO is an Equal Employment/Affirmative Action Employer and as such does not discriminate in any employment decision on the basis of race, gender, religion, national origin, age, disability, or veteran's status.