Job Information

Title: Senior Project Manager – Standalone Division
Location: Central Texas
Status: Full Time

COMPANY PROFILE
Native American Services Corporation (NASCO) is an award-winning, 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 and/or project 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.

Directs and coordinates activities of the onsite project team to ensure project(s) progress on schedule and within prescribed budgets while ensuring all work is performed within the confines of the contract document. Maintains company's management system and ensures compliance with all published procedures and policies.

The Senior Project Manager is the onsite signature authority responsible for reviewing, interpreting and signing contracts, Progress Schedules, and Subcontract Scopes of Work.

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.

Conducts periodic reviews of all on site documentation to ensure compliance, identify training requirements, and coordinate corrective actions as necessary.

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

Directs and coordinates activities of project personnel and/or subcontractors to ensure project progresses on schedule and within prescribed budget.

Coordinates project activities with architects and owners.

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

SUPERVISORY RESPONSIBILITIES
Responsible for the overall direction, coordination, and evaluation of the designated project site. Directly manages Project Managers and indirectly provides supervision to superintendents and subcontractors and/or vendors. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing 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 to include Microsoft Word, Project, and Excel.

A minimum of ten years' experience and/or training in performing all phases and types of complex standalone Federal Government and commercial construction contracts of $5-15 million is highly desired.

Basic computer skills required and a working knowledge of standard off the shelf software applications including estimating software and Microsoft Word, Project, and Excel.

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.**

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.