

PROJECT MANAGER – JOB DESCRIPTION

General tasks

- Be responsible for managing assigned projects including project safety, quality, project planning, resource management, project performance, change orders, schedule management and client relations.
- Experience in contract administration including writing correspondence, creating requests for information, and developing submittal packages.
- Have experience scheduling crews and equipment based on overall company project needs.
- Be an excellent communicator in both verbal and written communication.
- Complete estimates and quantity takeoffs for new projects bidding or change orders.
- Experience preparing and submitting monthly invoices to the client.
- Experience reviewing invoices from subcontractors and suppliers and coding the invoices appropriately.
- Have the ability read and interpret plans and specifications.
- Manage crew labor hours, equipment and material costs to ensure project budgets are maintained.
- Assist with resolution of technical issues in the field.
- Travel to project sites periodically to inspect progress and quality.
- Perform Quality Control on recent and current projects, completing as-builts and reporting to General Manager and Operations Manager.
- Schedule fleet maintenance to ensure all company and DOT safety requirements are met
- Call-in utility locate tickets and white line for upcoming projects
- Schedule and attend pre-construction meetings as needed with inspectors and customers
- Assist in developing/maintaining proper safety measures both on and off the job site
- Assist General Manager and Operations Manager on finding creative solutions and improving efficiency in the field.
- Maintain record of equipment and material inventory and order additional items as needed
- Manage subcontractor relationships and production, including QC and reporting
- Any other tasks deemed to be relevant to the position and necessary for the well-being of the company

Requirements:

- An AA or BS degree in construction management, finance, accounting or business is desired but a combination of experience and years in the industry may be substituted for a degree.
- 7 - 10 years of experience in telecommunications in a management role
- High School Diploma/GED

Rate of Pay: \$50,000-\$75,000 per year

Other Benefits:

- All full-time positions are eligible to receive the following: medical/dental/vision plan with employer contributions, 401k plan with employer match, supplemental life insurance, tuition reimbursement, and competitive starting wages! For other benefits that may be included with this position, please reach out to the MCEC Human Resources Department.

NCSGC is Native hiring preference for enrolled members of the Nisqually Indian Tribe or other Federally recognized Indian Tribe. Please attach a copy of Tribal ID card with resume.