



TIKIGAQ Corporation
Office of Human Resources
301 W. Northern Lights Blvd
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Anchorage, Alaska 99503
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PROJECT MANAGER	
Approved Date: 2017	
Job Code:	FLSA : Exempt

JOB SUMMARY: Under general direction, develop and lead the deployment of resources and project delivery systems to successfully execute and deliver project work (i.e., meet the client’s cost, scope, schedule, service expectations and the firm’s profitability and positioning goals).

*The following duties are intended to provide a representative summary of the major duties and responsibilities and **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES

Leadership in the application of managing and coordinating environmental and clean construction work to meet the project delivery initiatives. Also, delivery processes and tools to achieve the following project delivery strategic objectives: Health, Safety, compliance, and environmental awareness, Client expectations for quality, schedule, and budget; Financial performance (estimate to complete and earned value reporting); Project team expectations; Operational performance, Business unit expectations and Quality. Specific duties includes: Estimate contract task orders requirements which include detailed resources and execution details; provide support and review; PM management; monitor project progress with Program Managers and Senior Management, enforce project status (schedule update and forecasting, etc.); assessment, reporting and enforcement; problem resolution; and project reviews.

Represents TIKIGAQ ConstructionAgviq LLC in external contact with partners, agencies and outside counsel as required. Assists and supports TIKIGAQ leadership in developing current and long-range TIKIGAQ Corporation goals and objectives, and in the achievement of those goals and objectives. Performs other duties as assigned or required.

Provides leadership in the application of delivery technologies and tools. Participates in project decisions regarding technical approaches, cost and scheduling, and performance.

Provides leadership, direction, and guidance to assigned staff. Develops goals and priorities in conjunction with employees, and assigns tasks and projects. Develops staff skills and training plans. Counsels, trains, and coaches subordinate staff. Implements corrective actions and conducts performance evaluations.

Develops, manages and monitors project budgets and contracts. Completes internal and external written and oral reports professionally and in a timely manner. Coordinates with TIKIGAQ Corporation finance department to insure timely and accurate financial reporting.

Performs other duties as assigned.

KNOWLEDGE and SKILLS

- Knowledge of project delivery processes, tools and metrics.
- Knowledge of TIKIGAQ Corporation culture(s) and politics.
- Knowledge of insuring project delivery processes and tools.
- Knowledge of Federal and relative State environmental rules and regulations

- Skill in verbal and written communication.
- Skill in good leadership.
- Skill in establishing and maintaining cooperative working relationships with individuals with wide array of cultural, political, educational, socio-economic, geographic and linguistic backgrounds.
- Skill in addressing sensitive issues and situations.
- Skill in advising leaders of complex organizational units.

MINIMUM EDUCATION QUALIFICATION

A Bachelors or Master’s Degree in Engineering/Construction Management or related courses. Progressively responsible professional work-related experience, education, or training may be substituted on a year-for-year basis for college education.

MINIMUM EXPERIENCE QUALIFICATION

Minimum of five to ten years of progressive responsible construction management and end engineering experience. Demonstrated successful performance in managing medium to large sized projects, both in commercial and government sectors.

PREFERRED EXPERIENCE QUALIFICATION

Project management experience with cost plus and firm fixed price type projects preferred.

ADDITIONAL REQUIREMENTS

Travels within and outside of home based StateAlaska. Must be able to obtain Department of Defense security clearance and pass a background check. Must have a valid driver’s license.

MINIMUM PHYSICAL REQUIREMENTS

The following demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to lift approximately 40 pounds. Climbing, and extensive walking can be expected. Will be required to pass a pre-employment drug test screening and a fit for work physical.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

Employee Signature

Date

Supervisor Signature

Date