



**TIKIGAQ Corporation**  
**Office of Human Resources**  
**2809 S. Lynnhaven Road**  
**Suite 200**  
**Virginia Beach, VA 23452**  
**Telephone: 757-408-9811**

<b>Project Manager/Estimator</b>	
<b>Approved Date: September 2023</b>	
<b>Job Code:</b>	<b>FLSA : Exempt</b>

**JOB SUMMARY:** Must be a highly motivated individual, self-starter, leader and decision maker. The Project Manager/Estimator manages government contracts; including billing, negotiations with government contracting entities, project coordination, scheduling, work plan development, and project tracking. The Project Manager/Estimator holds team members and subcontractors accountable to their commitments, ensures superior quality control, and adherence to OSHA safety standards.

*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**

Manages government construction contracts; including billing, negotiations with government contracting entities, project coordination, scheduling, work plan development, and project tracking.

Represents Tikigaq Construction LLC in external contact with partners, agencies and outside counsel as required. Assists and supports Tikigaq Construction LLC 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, 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 ensure timely and accurate financial reporting.

Performs other duties as assigned.

#### **KNOWLEDGE and SKILLS**

- Knowledge of Construction Safety and Quality Control measures
- Knowledge of government contracting; specifically USACE or DoD contracting and bidding procedures.
- Knowledge and experience with electrical and mechanical projects.
- Knowledge of local UXO requirements
- Knowledge of applicable Federal, State, and Tribal law, regulations, rules, policies and processes. Including substantial knowledge of relevant specialized fields such as Federal Indian law and self-determination/self-governance, health law, employment law & construction law.
- Knowledge of Tikigaq Corporation culture(s) and politics.
  
- Excellent verbal and written communication skills.
- Skill developing Health & Safety Plans and Quality Control Plans

- Skill and knowledge in HCSS and Primavera 6 project management & estimating Software
- Skill using MS Word and Excel
- 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**

High school diploma or equivalent. Prefer Bachelor's Degree in Engineering

**MINIMUM EXPERIENCE QUALIFICATION**

Non-supervisory - At least 5 years' experience in Project Management/Estimation with government contracts

**AND**

Supervisory - One (1) year supervising employees

**OR**

At least 10 years' experience in Project Management/Estimation with government contracts if no Bachelor's Degree in Engineering.

**ADDITIONAL REQUIREMENTS:**

Must be able to pass Military clearance for base access. Must be able to pass company drug screening. Possess 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 Performance of the required duties will require physical ability to climb permanent and temporary stairs, ladders and negotiate work areas under construction. Performing this job requires use of hands to finger, handle, or feel objects, tools or controls, sit, talk and hear, stand, climb, balance, stoop, kneel, crouch, or crawl. Employee must occasionally lift and/or move heavy weight. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus (naturally or with correction

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.

We are an Affirmative Action/Equal Opportunity Employer and employment selection decisions are based on merit, qualifications, and abilities. We do not discriminate in employment opportunities or practices on the basis of: race, color, religion, national origin, age, sexual orientation, gender identity, disability, veteran status or any other characteristic protected by country, regional or local law.