



PROGRAM MANAGER / SENIOR PROJECT MANAGER

Approved Date: September 2026

Location: Anchorage Office (daily on-site)

FLSA: Exempt

Reports To: Director of Operations / Business Unit Lead

Travel: Periodic site travel in AK and the Northwest

JOB SUMMARY

Under general direction from Anchorage leadership, the Program Manager / Senior Project Manager leads construction program and project delivery across Alaska and the Pacific Northwest. This role is based in the Anchorage office and reports to that office daily. The incumbent must be highly experienced in managing construction in the Alaska and Northwest market—including remote villages, North Slope, and urban/industrial work—and is accountable for cost, schedule, quality, safety, regulatory compliance, client satisfaction, and company profitability.

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

Program and Project Leadership

- Plan, organize, and direct construction programs and assigned projects from pursuit support through closeout, ensuring delivery against client cost, scope, schedule, quality, and regulatory requirements.
- Provide senior-level construction management expertise specific to Alaska and Northwest market conditions, including arctic and subarctic logistics, seasonal constraints, remote mobilization, village and North Slope operations, and prevailing-wage / federal contract requirements.
- Develop and implement project delivery processes and tools covering health and safety, environmental protection, quality, schedule, earned value / estimate-to-complete, and operational performance.
- Estimate and review task orders and change work, including detailed resource plans, execution methods, subcontract strategy, and risk registers; support Program and Senior Management reviews.

Office-Based Coordination and Field Interface

- Report daily to the Anchorage office; serve as the primary Anchorage-based construction program lead for assigned work.
- Coordinate closely with field superintendents, site managers, craft supervision, and remote project teams; travel periodically to Alaska and Northwest job sites as required.
- Work effectively with office staff and remote field operations; maintain clear communication of status, issues, and forecasts to upper management and clients.
- Direct assigned subcontractors and vendor interfaces as designated; enforce specifications, schedules, and budgets in the field through supervisory staff.



Financial, Contract, and Reporting Control

- Develop, manage, and monitor program and project budgets and contracts (cost-plus and firm-fixed-price). Coordinate with Finance for timely, accurate financial reporting.
- Prepare internal and external written and oral reports, including progress summaries, manpower and expenditure forecasts, schedule updates, and earned-value status.
- Control expenditures against budget allocations; identify variances early and implement recovery plans.
- Represent Tikigaq Corporation / TFS in external contact with clients, partners, agencies, and outside counsel as required.

People and Safety Leadership

- Provide leadership, direction, and guidance to assigned staff and project teams. Set goals and priorities, assign work, coach and train, implement corrective action, and conduct performance evaluations.
- Ensure project safety and quality assurance within assigned programs; enforce company policies, procedures, and work rules.
- Build and maintain cooperative working relationships with individuals across a wide range of cultural, political, educational, socio-economic, geographic, and linguistic backgrounds, including Alaska Native village communities.
- Assist leadership in developing and achieving current and long-range company goals. Perform other duties as assigned.

KNOWLEDGE AND SKILLS

- Extensive, demonstrated knowledge of construction management in the Alaska and Pacific Northwest markets (urban, industrial, North Slope, and remote village work).
- Knowledge of construction means and methods, material handling, cost tracking, scheduling, and multi-discipline field operations.
- Knowledge of federal and State of Alaska construction, environmental, safety, and contracting requirements (including ADEC/USEPA interface where remediation or environmental construction applies).
- Skill in Microsoft Excel, Word, and Project (or equivalent scheduling tools) for cost control, work plans, subcontract documents, and status reporting.
- Skill in verbal and written communication, leadership, delegation, estimating manpower and materials, and advising leaders of complex operational units.
- Skill in addressing sensitive issues and establishing trust with clients, agencies, communities, and project teams.
- Ability to work independently and lead multiple teams from the Anchorage office while supporting field operations.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Construction Management, Civil Engineering, or a closely related field; equivalent combination of education and progressively responsible construction management experience may be considered.



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- Ten (10) years of progressively responsible construction project or program management experience, including at least five (5) years managing construction in Alaska and/or the Pacific Northwest.
- Demonstrated experience delivering work in remote Alaska settings (North Slope and/or rural/Native village projects) under commercial and/or federal government contract mechanisms.
- Valid driver's license. Ability to obtain a Department of Defense security clearance and pass a background check if required by assigned work.
- Must pass pre-employment drug screening and a fit-for-work physical.

PREFERRED QUALIFICATIONS

- Project management experience with both cost-plus and firm-fixed-price contracts.
- PMP, CCM, or equivalent project/construction management credential.
- Current or ability to obtain State of Alaska Certified Erosion and Sediment Control Lead (CESCL) or equivalent.
- Direct experience with federal contractor requirements, Davis-Bacon / Service Contract Act, and Alaska-specific labor and logistics constraints.

ADDITIONAL REQUIREMENTS

- This position reports to the Anchorage office daily. It is not a remote or primarily field-based role.
- Periodic travel to construction sites in Alaska and throughout the contiguous United States, including the Pacific Northwest, is required.
- Must be able to work effectively in arctic and severe-weather conditions when on site.

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 during site visits. Outdoor work in inclement and arctic weather conditions will occur during travel to project sites.

ACKNOWLEDGMENT

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