



PROJECT MANAGER / ESTIMATOR

Approved Date: September 2026

Location: Anchorage office when not in the field

FLSA: Exempt

Reports To: Program Manager / Construction Leadership

Travel: Frequent travel to remote Alaska sites

JOB SUMMARY

The Project Manager / Estimator is a self-starter, leader, and decision maker who manages construction projects and provides estimation support for Tikigaq Federal Services LLC. The position requires travel to remote Alaska locations and working knowledge of Alaska construction methods, seasonal constraints, and material logistics (barge, air cargo, ice road, and overland). When not in the field, the incumbent reports to the Anchorage office.

The role manages government and commercial construction contracts, including billing, negotiations with contracting entities, project coordination, scheduling, work-plan development, and project tracking. The Project Manager / Estimator holds team members and subcontractors accountable to their commitments and ensures quality control and adherence to OSHA and company 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

Project Management

- Manage construction contracts (federal, state, tribal, and commercial), including billing, negotiations with contracting officers and clients, project coordination, scheduling, work-plan development, and project tracking.
- Travel to remote Alaska project sites as required to direct work, resolve field issues, verify quantities and progress, and support mobilization and demobilization.
- Report to the Anchorage office when not assigned to the field; coordinate office-based planning, reporting, and estimating with field execution.
- Hold project team members and subcontractors accountable to schedule, budget, quality, and safety commitments.
- Ensure superior quality control and adherence to OSHA and company safety standards; support development and implementation of Health & Safety Plans and Quality Control Plans.

Estimation and Alaska Logistics Support

- Provide estimation support for pursuits, change orders, and task orders, including quantity takeoffs, labor, equipment, subcontract, and material pricing.
- Apply working knowledge of Alaska construction and material logistics: seasonal shipping windows, barge and landing-craft constraints, air cargo and commuter aircraft limits, ice-road and winter trail access, remote staging, fuel and camp support, and village or North Slope delivery realities.
- Build estimates that reflect Alaska-specific productivity, weather downtime, freight, storage, and contingency; flag logistics risk early.
- Use HCSS (or successor estimating software), Primavera / equivalent scheduling tools, Microsoft Word, and Excel to produce estimates, schedules, and supporting documentation.



Financial, Contract, and External Representation

- Develop, manage, and monitor project budgets and contracts. Complete internal and external written and oral reports professionally and on time.
- Coordinate with Tikigaq Corporation Finance to ensure timely and accurate financial reporting and billing.
- Represent Tikigaq Federal Services LLC in external contact with partners, agencies, clients, and outside counsel as required.
- Assist leadership in developing and achieving current and long-range company goals. Perform other duties as assigned.

People Leadership

- Provide leadership, direction, and guidance to assigned staff. Develop goals and priorities with employees, assign work, coach and train, implement corrective action, and conduct performance evaluations.
- Establish and maintain cooperative working relationships with people across a wide range of cultural, political, educational, socio-economic, geographic, and linguistic backgrounds, including Alaska Native village communities.

KNOWLEDGE AND SKILLS

- Working knowledge of Alaska construction methods, remote-site execution, and material logistics (marine, air, winter road, and overland).
- Knowledge of construction safety and quality control measures.
- Knowledge of government contracting, including USACE and DoD contracting and bidding procedures, preferred.
- Knowledge of applicable federal, State of Alaska, and tribal requirements affecting construction delivery.
- Skill in HCSS (or equivalent estimating software) and Primavera / equivalent project scheduling tools.
- Skill using Microsoft Word and Excel.
- Skill developing Health & Safety Plans and Quality Control Plans.
- Excellent verbal and written communication; skill advising leaders and addressing sensitive issues.
- Knowledge of electrical and mechanical scopes and local UXO requirements is beneficial where those scopes apply.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent required. Bachelor's degree in Construction Management, Engineering, or a closely related field preferred.
- With a related bachelor's degree: at least five (5) years of project management and/or estimating experience on construction contracts, including government work, plus at least one (1) year supervising employees.
- Without a related bachelor's degree: at least ten (10) years of project management and/or estimating experience on construction contracts, including government work.
- Demonstrated familiarity with Alaska construction and material logistics, and ability to provide estimation support.
- Valid driver's license. Ability to pass military/base access clearance and company drug screening.



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

PREFERRED QUALIFICATIONS

- Direct experience delivering or estimating work in remote Alaska villages, the North Slope, and/or other limited-access locations.
- Experience with cost-plus and firm-fixed-price government construction contracts.
- HCSS HeavyBid / HeavyJob proficiency and Primavera P6 (or current equivalent) scheduling experience.
- Knowledge of Davis-Bacon, Service Contract Act, and Alaska prevailing-wage requirements.

ADDITIONAL REQUIREMENTS

- This position requires travel to remote Alaska project sites. When not in the field, the employee reports to the Anchorage office.
- Must be able to obtain base access / military clearance when assigned work requires it.
- Must pass company pre-employment drug screening.

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 required duties includes climbing permanent and temporary stairs and ladders and negotiating work areas under construction. The job requires use of hands to handle tools or controls; sitting, talking, and hearing; standing, climbing, balancing, stooping, kneeling, crouching, or crawling. The employee must occasionally lift and/or move heavy weight. Specific vision abilities include close vision, peripheral vision, depth perception, and the ability to adjust focus (naturally or with correction). Outdoor work in inclement and arctic weather conditions is expected during remote Alaska travel.

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