



PCI SUPPORT SERVICES LLC

Open: Until Filled

TITLE: Project Manager
Ft. Mitchell National Cemetery

JOB CODE: 02/11-9199

FULL/PART-TIME: Full Time

PERMANENT/TEMP: Temporary

CITY: N/A

STATE: Alabama

COUNTY: Russell

COUNTRY: US

The Project Manager reports to and takes direction from the Director, Federal Construction Programs and Vice President, Federal Programs.

Summary Description

The Project Manager will operate in the lead role for a project team on the project and will be located on-site. The Project Manager is responsible for the overall management, administration, and success of the project from design, construction, to project closeout including budget control, quality and schedule performance. The Project Manager must be aware and in control of all aspects of site operations, including the site progress. The Project Manager will be responsible for all on-site activity; ensuring the compliance of all Government, Safety, Quality and Environmental policies. The Project Manager is responsible for the effective coordination, administration and communication of project tasks and activities to the other members of the project team including, but not limited to the Government, Architect and Engineers, Testing and Consulting firms, and project Subcontractors and Sub-subcontractors. The Project Manager is expected to make informed and effective management decisions that benefit both the Company and all 3rd-party relations on the Project. Time, money, quality and Client satisfaction should be the basis for all decisions made.

CLASSIFICATION/SALARY RANGE

This position is a temporary position for the design and construction of the Ft. Mitchell National Cemetery Renovations project only. At the conclusion of the project, this position will be eliminated and the Project Manager will be released unless there is another assignment that requires his/her expertise.

Key Employment Status

The Project Manager has been designated as a key employee status under the Ethics Code and is responsible for meeting the standards of conduct contained therein.

DUTIES AND RESPONSIBILITIES

- Responsible for delivering the project on time and within budget.
- Define project goals and objectives to project team, establishing metrics to ensure success.
- Responsible for the overall coordination, communication and administration of the project team and appropriate communications with the Government
- Oversee day to day running of the site.
- Produce, administer, enforce and document contract, subcontract and purchase agreements
- Administer contractual matters including insurance and bond requirements, budget control and reconciliation, change order management, and subcontractor and consultant pay requests.
- Validate Project Requirements to Cost Estimate and Conceptual Drawings to ensure all requirements are met.
- Produce and administer pay application billings
- Administer billing procedures for Application for Pay Request from the Architect, Subcontractor(s), Consultants and Suppliers
- Coordinate project efforts related to purchasing, accounting, cost management, scheduling, and construction management as required by project.
- Re-evaluate contractual scope of work during project, make adjustments as required to ensure goals are being met, and complete and distributed all applicable progress reports to Government, Company and other pertinent stakeholders.
- Administer, manage and produce Requests for Information, Requests for Change Orders and Change Orders.
- Identify site specific challenges and develop solutions addressing the problems and/or conflicts.
- Ensure the project runs to schedule and to budget, and finding solutions to problems that may cause delays, i.e. late arrival of materials.
- Work with Government, Architect, and Subcontractors to secure all zoning and development/construction related permits.
- Organize, implement, and administer the Procurement and Control process in accordance with applicable guidelines.
- Monitor Safety Procedures and Guidelines for the Project.

- Responsible for meeting staffing requirements and the administration of employee related policies and procedures.
- Set-up and implement processes for document and records control.
- Manage the documents control system including revisions to drawings and specifications, architectural site instructions/directives, sketches, addenda, and bulletins
- Set up and organize project record photographs.
- Ensure all subcontractors and sub-subcontractors undertake risk assessments, establish, demonstrate and maintain safe systems.
- Administer, manage and produce submittals required per the Contract Documents.
- Plan, organize, implement, review and monitor the Contractors with respect to Environmental impact.
- Participate in regular site meetings with the Government, Architect, and Subcontractor(s).
- Maintain strict quality control procedures. Work with the Subcontractor(s) to ensure that all building inspections and testing as required are completed and in compliance with the specifications.
- Performs other duties as assigned by the Director, Federal Construction Programs.

QUALIFICATIONS

Education Requirements

Bachelor's Degree in Engineering, Construction Management, Architecture or related field from an accredited school preferred or a minimum of ten (10) years verifiable job related experience.

Qualifications

- Three (3) years project manager level or above for a recognized and reputable Federal General Contractor preferred. Three (3) years assistant project manager level or above for a recognized and reputable Federal General Contractor required.
- Three (3) years' experience in Cost Estimating for a commercial or Federal Government General Contractor preferred.
- Computer literate; must be proficient in Microsoft Office, Project Management, Scheduling and Cost Estimating—Excel based Software.
- Construction document literate; must be proficient in reading, understanding and communicating information included, but not limited to, construction design drawings, specifications, engineered shop drawings, manufacture's product data, manufacturer's safety and data sheets and schedule reports
- Must have a proven background in managing staff and large complex projects to completion.
- Must be able to effectively work and communicate with other staff members, the Government, Design Professionals, and Executive Management.
- Have thorough understanding of construction means and methods, site analysis, design processes and programming, estimating, scheduling, interior fit-out, and FF&E.
- Able to review reports, data, schedules, etc. to identify potential problems and determine best approach to guide team toward best solution.
- Must be willing to work odd and irregular hours.
- Must possess a valid state driver's license.

Equal Opportunity Notices

- PCISS is an Equal Opportunity/Affirmative Action Employer. Except as allowed by law, PCISS evaluates qualified applicants without regard to race, age, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, physical or mental disability, genetic factors, veteran status, and other protected characteristics EOE/AA/M/F/D/V.
- Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities.
- Please view Equal Employment Opportunity Posters provided by OFCCP [here](#).
- PCISS will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)
- PCISS is owned (directly or indirectly) by a federally recognized Indian tribe. Therefore, in accordance with federal law and regulation, PCISS may give preference to Indians with regard to positions on or near an Indian reservation.

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