



Job Title:	Project Manager	Job Category:	Office/Field Work
Department/Group:	SMNC Properties, LLC	Travel Required:	Yes
Location:	Honolulu, HI	FLSA Status:	Exempt
Level/Salary Range:	DOE	Position Type:	Full-Time, Regular
Supervises:	Subcontractors	Date Posted:	10/24/2023
Reports To:	General Manager	Posting Expires:	Until filled

APPLICATION AVAILABLE: On our website at www.stmnc.net under Careers on on Indeed.com. You may also email hr@stmnc.net for a blank application.

JOB POSTING:

We are seeking a highly experienced and efficient Construction Project Manager to oversee multiple Federal government contracts in Honolulu, Hawaii. As the Project Manager (PM), you will be responsible for ensuring the successful completion of the construction project while adhering to all government regulations and requirements.

If you are a highly organized and experienced Construction Project Manager with a strong understanding of Federal government contracts, we invite you to apply for this exciting opportunity. Join our team and contribute to the successful completion of these important projects in Honolulu, Hawaii.

JOB SUMMARY:

The PM drives the coordination and delivery of multiple simultaneous commercial and federal projects in the construction and environmental remediation fields. This position will be responsible for the entire field operation, particularly the inspection of all construction work, including but not limited to reporting, evaluation and recommendations of changes, preparation of reports, analysis of schedules, claims and dispute evaluation and recommendation, and the supervision of any required relocation activities related to the construction work. The PM position will have fiscal responsibility for all aspects of projects including planning, managing, diagnosing, and implementing and overall customer satisfaction. The PM shall maintain a complete understanding of all assigned Projects policies, requirements, and procedures to ensure that all projects are compliant according to the governing regulations, contract, and scope of work including but not limited to Section 3's employment opportunity and Davis Bacon Act wage rates, and construction codes.

The PM will keep the General Manager advised as to the day-to-day status of all construction activities. This position will also assist and administer where appropriate, the procurement of Contractors and/or Subcontractors, including Bidding and Contract Award. They will monitor work hours, budgets, and expenditures, organize and participate in stakeholder meetings, and ensure that deadlines are met in a timely manner for the assigned construction projects.

The PM reports directly to the General Manager. Frequent travel out of state is required.

ESSENTIAL FUNCTIONS/JOB DUTIES:

- Demonstrated proficiency in managing and overseeing all aspects of a construction project to include schedule, budget, and coordination of all phases of the project, pre-planning, planning, execution, and close-out
- Efficiently estimate project costs, prepare budgets, and monitor expenses throughout the life of each project
- Utilize the Resident Management System (RMS) and all government services invoicing systems to effectively manage project documentation, reporting, and compliance



- Able to develop and maintain positive working collaboration with various stakeholders, including government officials, contractors, architects, and engineers, to ensure smooth project execution
- Reviews, prepares, or modifies reports, plans, construction schedules, environmental impact studies, and designs for projects
- Serves as the key client contact and visits sites to monitor progress
- Manage requisition of supplies and materials needed for projects
- Effectively manage and coordinate subcontractors to meet scope and financial requirements
- The PM will be expected to comply with all safety and building codes as well as legal and administrative requirements such as billing utilizing various billing systems such as WAWF, IPP, and RMS
- Will be responsible for preparing budgets, cost estimates, and work schedules, monitor and report progress schedules to clients
- Proficiently use software tools such as Blue Beam, Microsoft, and MS Projects to manage project data, documents, and communication effectively
- Obtain permits and licenses from appropriate authorities
- Attend and participate in various on-site coordination and information meetings, including weekly oral briefings with government officials and daily meetings with on-site personnel
- The PM is expected to have a high degree of self-motivation and manage projects with little supervision.
- Must be willing to perform other duties as assigned that may or may not fall within the PM's typical job duties.

REQUIRED QUALIFICATIONS:

- BA degree and/or 7 years of project management experience with an equivalent certification, valid driver's license, own transportation, experience with Microsoft Office or other project management software
- Ability to read, analyze and interpret general business proposals and plans, government regulations, and procedure manuals
- Ability to define and diagnose problems and mitigate risks
- Ability to manage multiple projects simultaneously and be accountable for their successful completion
- Excellent organizational and multitasking skills, with the ability to prioritize tasks and manage multiple projects simultaneously
- Ability to work in a team environment providing dedicated support to the customers and teammates
- Proficient in using software tools such as: Smartsheet, Excel, Blue Beam, Microsoft, and MS Projects
- Proficient in using estimating software, the RMS system, and other government services invoice systems

DESIRED QUALIFICATIONS:

- Experience working with Alaska Native Corporations
- Experience with Government and Federal Contracts
- PMP Certification
- Detailed oriented
- Ability to understand and work with various accounting methods

WORKING ENVIRONMENT:

Work is performed both in a professional office setting and at a military installation where the employee is exposed to moving mechanical parts, high precarious places, fumes or airborne particles, outside weather conditions and risk of electrical shock. The noise in these work environments is usually moderate to very loud.



PHYSICAL DEMANDS:

The work is periodically sedentary, requires routine walking, standing, bending and carrying items weighing up to 50 pounds. [Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions].

REASONABLE ACCOMMODATION:

It is our practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

PREFERENCE STATEMENT:

SMNC grants preference to qualified SMNC Shareholders first, and second to qualified shareholders of other Alaska Native corporations that grant a similar preference in all phases of employment and training, which include, but are not limited to hiring, promotion, layoff, transfer, and training.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.