

Norton Sound Economic Development Corporation
Job Description

Job Title: Construction Project Manager

Department: Administration
Supervisor: Chief Operating Officer
Supervisory: Yes

Duty Station: Unalakleet
Type of Position: Temporary/Full-time
Eligible for Benefits: No
FLSA: Non-exempt

Summary of Organization:

The Norton Sound Economic Development Corporation (NSEDC) is a private nonprofit corporation representing 15 member communities and over 8,500 people in the Bering Strait Region of Northwestern Alaska. NSEDC is one of six Community Development Quota organizations in Alaska. The central office is located in Anchorage, Alaska, with various departments and offices located in Nome, Unalakleet and Savoonga. Community representatives to the NSEDC Board of Directors are located in each of the member communities.

This position is subject to reasonable cause and post-accident drug testing in accordance with NSEDC employee drug and alcohol testing policies. Where allowed by law, preference for employment will be given to residents of the Norton Sound region of Alaska. Knowledge of the Norton Sound Region, regional fisheries and Community Development Quota organizations is preferred for all positions.

Purpose of Position:

The Construction Project Manager is a temporary position within NSEDC's administration reporting to the Chief Operating Officer. This position is responsible for coordinating and overseeing the various aspects necessary to design, permit and construct infrastructure. The position advises and serves as an intermediary between NSEDC's administration and contractors associated with the project. The position also facilitates coordination, scheduling and communication between contractors.

Supervision Received:

The position receives supervision from the Chief Operating Officer who monitors work performance and gives work direction. The position functions with minimal supervision.

Essential Job Functions and Responsibilities:

- Serve as intermediary between NSEDC and project contractors
- Work with contractors to finalize design and scope of project
- Facilitate and schedule site work necessary to advance and complete project
- Monitor and advise on-site contractors as work progresses
- Communicate decision points to NSEDC management; make recommendations
- Oversee the selection of contractors for project
- Develop budgets for all phases of project
- Ensure project adheres to budget
- Ensure design and work adheres to regulations and codes
- Assist and guide value-engineering process, if required
- Other duties as assigned

Qualifications:

- Previous, proven experience in managing large-scale construction projects from concept to build-out.
- Construction management, architecture or engineering degree from an accredited university is required. Year-for-year applicable experience can be substituted for degree requirement.

Required Supervisory Experience:

N/A

Knowledge and Skills:

All employees should have the ability to follow policy, procedure and instructions, actively communicate with their supervisors to ensure understanding and manage their work accordingly, and represent the company in a professional manner.

- Advanced knowledge of construction management processes, means and methods
- Knowledge and experience in managing projects in rural Alaska
- Expert knowledge of building products, construction details and relevant rules, regulations and quality standards
- Knowledge of all facets of the construction process
- Skill in reading and understanding detailed construction plans
- Skill in reading, analyzing, and interpreting technical procedures and governmental regulations
- Skill time and project management
- Skill in operating office equipment
- Skill in oral and written communication
- Skill in establishing and maintaining cooperative working relationships with others
- Skill in operating a personal computer utilizing a variety of software applications

Physical Requirements

- Use hands and arms to operate office or equipment
- Sit more than half the day
- Stand and/or walk more than half the workday during construction
- View electronic monitors for prolonged periods of time
- Lift or carry unaided less than 25 pounds
- See and hear with normal acuity

Working Conditions

- Work is conducted in an office environment
- Work is conducted outside at times during construction and may be done so during inclement weather conditions
- Position may alternate between full-time and part-time status depending on construction schedule
- Some travel is required (less than 25% of the time).
- Travel is done via large aircraft.

- Travel is done via small (less than 16 passenger) aircraft.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

Employee Name: _____ Signature: _____ Date _____

Supervisor Name: _____ Signature: _____ Date _____