

## **PROJECT MANAGER**

Arrowhead Contracting, Inc. is a diversified construction and environmental remediation firm based in the metropolitan Kansas City area. For over 30 years, Arrowhead has maintained an impressive track record of continuous growth, diversification, and stability. Arrowhead primarily serves Federal Agency (USEPA, USACE) and Commercial clientele, providing multi-discipline construction and environmental remediation services at project sites throughout the country.

Arrowhead offers highly motivated individuals excellent career growth opportunities, competitive salary and bonus compensation, and a full benefits package.

### **POSITION SUMMARY**

Arrowhead is currently seeking an experienced Project Manager to lead cleanup, response, and construction services to our clients, including but not limited to EPA, USACE, CBP, NASA, and a variety of commercial industrial clients.

### **FUNCTIONS OF THE POSITION**

- Assume total responsibility of all management functions as outlined in the contract as well as the supervision, coordination, and direction of project staff, subcontractors, and suppliers during the execution of the project(s).
- Ensure all aspects of the construction project are completed on time and to the client's satisfaction by leading and directing all elements of the work, as required.
- Assist in developing and implementing staffing plans, outlining project plans, developing and reaching project goals/deadlines, and evaluating staff performance.
- Possess the ability to effectively manage multiple projects within the same geographic area at one time if deemed necessary.
- Perform a variety of on-site administrative/supervisory functions, including but not limited to the following:
  - a) ability to manage and ensure proper execution of multiple simultaneous subcontracts of varying type and complexity. Serve as contractor point-of-contact with subcontractors. Independently negotiate and resolve subcontractor disputes.
  - b) knowledge of OSHA health and safety regulations regarding hazardous waste site and general construction site operations. Ability to modify site specific health and safety plans in accordance with EPA and OSHA regulations, policies, and procedures.
  - c) knowledge of site cost management systems used to track and document site costs on a schedule as determined by the EPA for any/all projects.
- Specific tasks will likely include, but are not necessarily limited to, the following:
  - Define status and update schedule and performance metrics, as required.

- Maintain project cost accruals, commitments, and Work-in-Progress Schedules in a manner that demonstrates complete understanding and control of all project variables.
- Review construction means and methods with superintendent to improve job performance.
- Purchase major materials.
- Conduct self-perform versus subcontract evaluations.
- Negotiate major subcontractor agreements for the project.
- Manage the submittal, shop drawing, and purchase order process to ensure timely delivery of equipment and materials.
- Manage execution of contracts, bonds, insurance certificates, contract compliance, etc.
- Manage preparation of extra work proposals and major change orders.
- Monitor budgets, schedules, cost reports, and job progress reviews with superintendent on a weekly basis.
- Visit jobs as needed to review effectiveness of site supervision, job progress, quality of work, and safety on the job.
- Manage change orders, extra work orders, and disputed claims with owner and owner's representative to a successful conclusion.
- Resolve major disputes with vendors and subcontractors.
- Process payment requisitions through the owner and his/her representative.
- Mentor the development of job superintendents and provide feedback on performance.
- Keep the senior management staff of the company apprised of job performance and any major conflicts or issues to be resolved.
- Generate verbal and written communications required to meet administrative requirements of jobs.
- Monitor the planning for safety on the job, application of safety rules, regulations, and programs applicable to individual job sites.
- Manage multiple concurrent projects.

## **REQUIRED EXPERIENCE AND SKILLSETS FOR POSITION**

- Possess a BS or MS in Construction Management, Engineering, or related field.
- Maintaining professional registration (PE, RG, CHMM, and/or PMP) considered a plus.
- Extensive experience (5+ years) successfully managing construction and/or remediation projects for the EPA and/or at federal facilities, military installations, CERCLA/RCRA sites, and other federal/state/industrial facilities.
- Experience working on tribal lands and a commitment to engaging tribal-own or Native American-owned business entities during execution of the work whenever possible.
- Experience working in remote locations.
- Experience administering construction and/or remediation contracts under both cost reimbursable and fixed price contracts.

- Experience managing both design-bid-build and design-build projects.
- Ability and experience to understand the contractual requirements of the project and to consistently implement construction management techniques and principles to meet all contractual obligations.
- Possess a solid foundation in the generation/implementation of RFIs, field variances, cost/schedule change in conditions, submittals, and project close-out.
- Significant aptitude with scheduling programs, including Primavera and Microsoft Project.
- Ability to establish and maintain a positive image of the company among vendors, subcontractors, clients, and teaming partners.
- Significant comprehension of and commitment to company financial performance.
- Ability to assess the needs of the project and seek, hire, and retain all necessary craft and support personnel to complete projects within time and budget constraints.
- Ability and willingness to travel as required, sometimes extensively.

#### **LOCATION**

Lenexa, Kansas; Des Moines, Iowa; or Phoenix, Arizona

#### **TRAVEL**

Travel to job sites and other Arrowhead offices will be required 50%-75% of the time.

#### **SALARY RANGE**

\$90,000 to \$140,000

#### **DISCLAIMER**

The above information on this job summary has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to be a contract or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.