

Job Title: Project Manager	Salary: TBD
Status: Full Time	Location: Tinker AFB

**Position Overview:**

IEC is a general construction contractor based in Kansas City, Mo and is looking for an experienced Project Manager for a potential long term IDIQ Contract at Tinker AFB. This position is responsible for managing multiple IDIQ style projects; including new construction, renovation, repair, and alteration projects.

**To Apply**

Please visit: <http://www.infiniteenergyconstruction.com/wp-content/uploads/2015/02/IEC-Application-2.pdf> to download an application. Please return a completed application to [careers@iec8a.com](mailto:careers@iec8a.com). Resumes are welcome, but **candidates without a completed application on file will not be considered for this position.**

**Essential Job Functions:**

- Manage projects throughout their entire life cycle to ensure on-time/budget completion
- Create and process documentation for projects; to include:
  - Submittal documentation
  - Project Estimates
  - Drawings
  - Project Schedules
  - SOWs
  - Subcontractor Agreements
  - Project Progress Reports
  - Change Orders
- Prepare monthly progress billing reports and close out documentation
- Track costs and labor for assigned projects
- On-site supervision of subcontractors
- Coordinate site logistics
- Attend Project Negotiations and Project Meetings
- Other duties as assigned

**Knowledge, Skills, and Abilities:**

- Knowledge of the federal construction industry
- Knowledge of construction estimating software, strategies and techniques
- Strong computer skills
- Strong oral and written communication skills
- Strong problem solving skills
- Analytical and critical thinking skills
- Strong organizational skills and attention to detail and accuracy
- Effective management, budget, estimating, and planning skills
- Ability to communicate with technical and non-technical individuals

- Ability to create and manipulate project schedules in Primavera software
- Ability to create, manipulate, and read blueprints and drawings
- Ability to learn through observation and hands on experience
- Ability to follow verbal and written instructions
- Ability to gather data, compile information, and make reports
- Ability to multi-task, establish priorities, and meet deadlines
- Ability to work on and with a team
- Ability to work and make decisions with minimal supervision

#### Education and Experience

- Bachelor's degree in engineering or architecture
  - Professional Engineer or Architect registration required
- USACE QCM for Contractors preferred
- 5-8 years of construction experience
- Minimum of 2 years federal construction experience
- Minimum of 2 years project management experience
- Ability to work on a military installation

#### Equal Opportunity Employer

IEC is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. IEC prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, disability or genetic information. IEC conforms to the spirit as well as to the letter of all applicable laws and regulations. Additionally, IEC will take action to employ, advance in employment and treat qualified Vietnam-era veterans and disabled veterans without discrimination in all employment practices.