

Job Title: Program Manager	Salary: TBD
Status: Full Time	Location: Fort Hood, TX

**Position Overview:**

Infinite Energy Construction is a general construction contractor located in Kansas City, MO and is looking for a Program Manager for a long term JOC contract at Fort Hood, TX. This position is responsible for managing a satellite office of up to 12 individuals capable of performing up to \$10 M/year.

**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:**

- Oversees overall contract(s) performance
- Directly manages and supervises the Fort Hood office and personnel
- Oversees recruiting and employment opportunities for the Fort Hood office
- Establishes local policies and procedures
- Oversees contracts and projects throughout their entire life cycle to ensure on-time/budget completion
- Review documentation for contracts, to include:
  - Submittal documentation
  - Project Estimates and Proposals
  - Drawings
  - Project Schedules
  - SOWs
  - Subcontractor Agreements
  - Project Progress Reports
  - Change Orders
- Track costs and labor
- Recruit, develop, and manage subcontractor pool in all disciplines
- Coordinate site logistics
- Attend Project Negotiations and Project Meetings
- Other duties as assigned

**Knowledge, Skills, and Abilities:**

- Extensive understanding of and intimate familiarity with principles, methods, and techniques of architectural, civil, mechanical, and electrical engineering
- Knowledge of the federal construction requirements, including Job Order Contracting
- Knowledge of construction estimating software, strategies and techniques
- Ability to prepare and negotiate project proposals
- 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 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

- High school diploma or equivalent
- Bachelor's degree in construction management, engineering, or like field or equal/comparable work experience.
- USACE QCM for Contractors preferred
- Minimum of 10 years of general construction experience
- Minimum of 5 years federal construction experience; including at least 2 years of SABER/IDIQ/JOC experience required
- Minimum of 5 years project management experience
- Prior experience as a Program Manager or like position greatly preferred
- 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.