

Job Title: Program Manager	Salary: TBD
Status: Full Time	Location: Barksdale AFB

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 SABER contract at Barksdale AFB, LA. 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. 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

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