

JOB VACANCY ANNOUNCEMENT

Opening Date:	March 4, 2019	Closing Date:	Until Filled
Position:	<u>Construction Project Manager</u>	Reports to:	Facilities Manager Offsite
Salary/Wage:	Grade 18: \$42.98 - \$46.53/DOE	Department:	Construction
Hours:	Monday-Friday 8:30-5:00	Location:	Samuel Simmonds Memorial Hospital

Brief Summary:

The Construction Project Manager will be responsible for oversight of daily management, supervision, coordination, and successful completion of the project to meet time and cost objectives with respect to contracting, scheduling, estimating, bidding on contract administration functions. The Project Manager will also ensure that work is produced in accordance with relevant and applicable compliance codes.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education:

- High school diploma or equivalent.
- 3-5 years of commercial or residential construction experience preferred.
- Ability to test for and pass a pre-employment criminal background check.
- Ability to test for and pass a Non-DOT pre-employment drug screening, and must follow all Non-DOT Drug and Alcohol testing program requirements.
- Basic First Aid/CPR training.

Desired Knowledge, Skills and Abilities:

- Must be dependable and prompt.
- Must be able to read, understand and communicate in English is required. Communication includes both verbal and written skills.
- Simple mathematical ability including addition, subtraction, multiplication and division. Must also have the ability to understand concepts such as diameter, radius, circumference, etceteras.
- Must have a good sense of mechanical systems and understands the concepts that make them operate in a safe and efficient condition. Must be cognizant of electrical and data communications systems including programming skills.
- Ability to research, read, comprehend, and apply applicable regulatory codes.
- Work ethically and professionally; treat people courteously and respectfully.

Certification/Licensure

- State of Alaska Electrical, Mechanical, or Carpenters Journeyman's license preferred.
- Valid AK Driver's License

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.

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This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

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