

## **Position Title: Project Manager**

### **Position Overview**

The Project Manager is responsible for the full life cycle of construction projects, primarily focusing on federal contracts typically involving the Navy, Army Corps of Engineers, Veterans Administration, and Coast Guard and is the ATC Team Lead and Government Representative of ATC. This pivotal role requires a highly skilled and experienced leader who can effectively manage complex projects, ensuring compliance with rigorous federal standards and delivering high-quality results on time and within budget. The ideal candidate will blend a mastery of construction project management principles with specialized expertise in navigating the intricacies of federal regulations and client expectations.

### **Key Responsibilities**

#### **1. Project Planning and Pre-Construction**

- Develop comprehensive project execution strategies and plans that detail milestones, work breakdown structures, risk assessments, and timelines.
- Coordinate with pre-construction teams to ensure cost estimates and project budgeting align with ATC bid proposals.
- Secure necessary initial permits, clearances, variances, ROW access, parking, laydown areas, and utility outage/interface approvals by liaising with local, state, and federal authorities.
- Establish clear project goals in line with contract specifications, ensuring all pre-construction activities align with FAR and agency-specific guidelines.
- Where practical and depending on project delivery method, integrate value engineering practices to optimize resources and cost-efficiency without compromising quality.

#### **2. Project Execution and Oversight:**

- Lead the ATC Project Team in daily management of project activities, ensuring all work adheres to contract requirements, terms, specifications, and safety regulations.
- Implement advanced project scheduling techniques using tools such as Primavera P6, ensuring timelines align with project objectives.
- Oversee the ATC Team including site superintendents, project engineers, quality control managers, site specific safety officers, and project coordinators providing guidance and leadership to foster efficient and effective project execution.
- Oversee project quality control submittals, the 3-phases of inspection, deficient work corrections, and project closeout to ensure the highest standards are met throughout the project lifecycle.

#### **3. Compliance and Regulatory Management:**

- Maintain up-to-date knowledge of and adherence to FAR, VAAR, DFARS, OSHA, EM385-1-1, EPA, and other federal, state, and local regulatory requirements.
- Oversee development, monitor, and enforce comprehensive site-specific safety plans, AHAs, and field implementation of those requirements are in strict compliance with OSHA and or EM385-1-1 guidelines and any additional campus or agency-specific protocols.
- Ensure all site documentation, including daily logs, RFIs (Requests for Information), project photographs, Govt and subcontractor meeting minutes, outage requests, methods of procedure, reports, and submittals are managed effectively and compliant with Contract specific and federal requirements.
- Lead internal and external project audits, maintaining a state of audit readiness for internal and federal oversight.

#### **4. Financial Management:**

- Conduct regular cost analysis and maintain financial controls to ensure the project remains within budgetary constraints.
- Approve expenditures, manage change orders, and track potential change orders and project expenses with detailed reporting to stakeholders.
- Prepare and deliver regular financial updates to senior leadership, providing forecasts, risk assessments, and variance reports.
- Develop and negotiate comprehensive work scopes and terms and conditions with subcontractors and vendors to secure favorable agreements while adhering to budget parameters and Contract requirements.

#### **5. Stakeholder Engagement and Reporting:**

- Act as the primary liaison between the company and federal contracting officers, government representatives, and other project stakeholders.
- Represent Advanced Technology Construction in project meetings, contract discussions, and conflict resolution sessions.
- Produce comprehensive progress reports for clients and internal leadership, including status updates, performance metrics, and projected timelines.
- Build and nurture relationships with subcontractors, suppliers, and other partners to facilitate seamless project execution and alignment with project goals.

#### **6. Risk Management and Problem-Solving:**

- Identify and proactively address project risks, ensuring appropriate mitigation strategies are in place.
- Establish a **crisis management plan** and adapt swiftly to unforeseen changes, ensuring minimal impact on project timelines and budgets.
- Collaborate with the legal and compliance teams to handle contractual issues, REAs, claims, and disputes.

## **7. Leadership and Team Development:**

- Lead by example, fostering a team environment built on trust, transparency, and a commitment to excellence.
- Provide mentorship and professional development opportunities for site superintendents, project engineers, and junior project management staff.
- Encourage feedback and continuous improvement within the project team to drive innovation and maintain high-performance standards.
- Evaluate team performance and implement training programs as necessary to uphold Advanced Technology Construction's reputation for delivering superior results.

## **Qualifications**

### **Education and Certifications**

- Bachelor's degree in Construction Management, Engineering, Architecture, or a related field (Master's degree preferred) or equivalent skill acquisition through a career in construction management.
- PMP (Project Management Professional) certification required or equivalent certification (e.g., Certified Construction Manager (CCM)) or equivalent achievement through work experience, OSHA 30 certification, EM385-1-1 40-hour certification.
- LEED or Green Building accreditation or similar sustainability-focused certification is a plus.

### **Experience**

- Minimum of 8-10 years of proven project management experience in the construction industry, focusing on federal contracting.
- Extensive background working on projects for federal agencies, including demonstrated success managing multiple multi-million-dollar projects from initiation to closeout.
- Extensive experience with Design-Build and Design-Bid-Build delivery methods specific to federal projects.

### **Technical Acumen**

- Mastery of project management tools such as Primavera P6, BlueBeam, Adobe Acrobat, and Procore.
- In-depth knowledge and understanding of construction means and methods related to heavy civil work, underground infrastructure work, new vertical construction projects, occupied vertical renovation projects, hospital work, airfield work, in-water work, and energy plant renovation or new construction, with a strong focus on safety, compliance, and quality standards.
- Strong knowledge of Federal contract law concerning construction, with experience negotiating and managing contracts.
- Expertise in assisting development and maintaining quality control/assurance plans, safety plans, and environmental management programs.

- In-depth understanding of ICRA (Infection Control Risk Assessment) control mitigation procedures and processes.

### **Regulatory Knowledge**

- In-depth understanding of FAR, VAAR, DFARS, Davis-Bacon Act, Buy American Act, Buy America Act, OSHA, EM385-1-1, and other relevant federal regulations.
- In-depth knowledge of federal project closeout procedures and requirements, including documentation, final inspections, testing, training, and client handover processes.

### **Competencies for Success**

Success competencies are key skills, behaviors, and attributes essential for excelling in this role. They highlight what top performers do well and outline the qualities that lead to exceptional outcomes. By including these in our job description, we aim to give candidates a clear understanding of what it takes to thrive here. While we don't expect every candidate to have all these competencies from day one, we expect a willingness and ability to develop them through continuous learning. Advanced Technology Construction is committed to helping our team members grow and succeed in building these competencies:

- **Planning and Priority Setting**: Demonstrates the ability to effectively plan and organize work to achieve goals and objectives. Prioritizes tasks, manages time efficiently, and sets appropriate timelines, ensuring that projects remain on schedule and within scope.
- **Problem Solving**: Approaches complex problems with a transparent, logical, and systematic methodology. Analyzes information, identifies root causes, and evaluates alternative solutions before making sound decisions. Anticipates potential challenges and proactively develops mitigation strategies.
- **Decision Quality**: Makes well-informed, timely decisions even in situations of uncertainty or when data is limited. Considers the short—and long-term implications of decisions and aligns actions with strategic objectives.
- **Driving for Results**: Maintain a relentless focus on achieving high performance and successful project outcomes. Sets ambitious yet realistic goals and holds self and others accountable for meeting deadlines and performance standards.
- **Building Effective Teams**: Fosters a collaborative and cohesive team environment. Effectively communicates expectations, inspires and motivates others, and provides coaching and guidance to enhance team performance. Encourages open communication and values diverse perspectives.
- **Interpersonal Savvy**: Builds and maintains strong working relationships with clients, subcontractors, and internal teams. Uses diplomacy and tact in challenging situations and adapts communication styles to connect with diverse stakeholders effectively.

- **Command Skills**: Exhibits confidence in leadership and takes decisive action when needed. Addresses challenges directly and leads by example, especially in high-pressure or complex situations. Can influence and drive consensus among diverse groups.
- **Organizational Agility**: Understands and navigates the complexities of the federal construction environment, including regulatory requirements and stakeholder expectations. Leverages knowledge of processes and procedures to execute projects efficiently.
- **Technical Skills and Learning**: Continuously updates technical knowledge related to construction management and federal contracting. Quickly grasps new information, tools, or processes and applies them effectively to enhance project outcomes.

### **Physical Requirements**

- Ability to work on-site in various environments, including active construction zones.
- Willingness to travel as needed to support project locations.
- Comfortable with extended work periods on-site, conducting inspections, and engaging in field activities.
- Read, write, and speaks fluent English
- Dependable Transportation
- Incident Free Driving Record