



**Grey Snow Management Solutions, LLC**, is looking for a **Project Manager**. We are a leading tribally owned communications company, specializing in a wide range of projects related to broadband construction projects. Our commitment to quality, sustainability, and innovation has made us a preferred partner in the communications industry. We are currently seeking a highly skilled Project Manager to join our dynamic team. Experience in broadband infrastructure projects is a plus as we expand our services to meet the evolving needs of our clients.

**Job Description:** As a Project Manager, you will oversee the day-to-day operations/progress of construction projects, ensuring that all phases of the work are coordinated effectively to ensure projects are performing on time and within budget. You will be responsible for coordinating with subcontractors, managing project schedules, and ensuring compliance with all safety and building codes. Your expertise in broadband infrastructure projects will also be invaluable as we look to innovate and expand our offerings in this area.

### **Key Responsibilities:**

- Plan, Manage, and coordinate with subcontractors and other project stakeholders.
- Ensure projects are completed on time, within budget, and to the highest quality standards.
- Ensure compliance with all relevant safety and building codes.
- Review project budgets, including estimating costs and controlling expenses.
- Communicate effectively with clients, architects, and engineers.
- Leverage expertise in broadband infrastructure to guide and support relevant projects.
- Manages and coordinates all the vendors, design and engineering professionals, consultants, and contractors necessary for the design and execution of multiple projects.
- Assists in the initiation, programming and planning stages, interfacing with the operations team and government staff to ensure that the operating requirements and goals of each project are all met.
- Manages the design professionals and other consultants to produce a well-coordinated and complete set of contract documents that reflect the program and the needs of the end-users.
- Interfaces with and coordinates the design and construction activities with the code enforcement officials and other regulatory and governmental entities to ensure that all work is executed in compliance with all applicable codes, regulations, and procedures.
- Prepares necessary contract documentation for implementation of projects and ensures documentation is processed through to completion in accordance with Tribal contracting policies.
- Manages a transparent bidding process, ensuring that the Tribe gets the best value for an appropriate cost. Initiates the creation, negotiation, and execution of contracts with each of the vendors, consultants, and contractors involved in each project.
- Administers contracts to ensure that the terms and conditions have been met, to ensure that at no point in time any vendor, consultant, or contractor has been over-compensated.
- Establishes and monitors the project control system to ensure that the schedule and budget goals are met.
- Visits job sites on a regular basis and keeps records of progress.
- Monitors and facilitates the timely resolution of any disputes or claims.
- Facilitates the proper closeout of each assigned project, ensuring that the as-builts, warranties, and O&M manuals have all been turned over.
- Provides any other additional technical support to operations personnel as requested.



- Communicates the project status regularly to department leadership for presentation to Tribal Council.
- Prepares staff reports for the Executive Committee and may be required to present them directly to the Executive Committee.
- Establishes and maintains, with the assistance of and in coordination with the Development department staff, a document archive system to ensure the property has access to all as-built documents and other important design and construction documents.
- Follows and implements policies and procedures as published by the Executive Committee.
- Performs other duties as assigned.

### **Requirements:**

- Proven experience as a Project Manager in the construction industry
- Excellent communication and interpersonal abilities
- Knowledge of building products, construction details, and relevant rules, regulations, and quality standards
- Experience with broadband infrastructure projects is highly desirable.
- Ability to read blueprints, structural drawings, and plan sets.
- Strong problem-solving skills and the ability to work under pressure.
- A commitment to safety and sustainability in construction practices
- Must have PMP
- Must have communication experience

### **Minimum Education and Experience:**

- 5 years of experience in construction
- Bachelor's degree or equivalent combination of experience, certification and education.
- Possess a valid driver's license.

### **Knowledge, Skills, and Abilities:**

- Ability to communicate effectively orally and in writing.
- Understand and carry out written and oral instructions.
- Ability to properly use, operate, and care for tools, equipment, and materials.
- Excellent problem-solving skills.
- Thorough understanding of contracts, plans, specifications, and regulations.

### **Work Environment:**

- This position is based in California.
- Frequently exposed to all weather conditions depending on the season.
- Constantly exposed to machinery, tools, and equipment.
- Working in usually loud conditions with odors present
- Exposure to characteristic construction site dangers.

### **Physical Abilities:**

- Ability to constantly stand, use hands to finger, handle and feel.



- Reach with hands and arms.
- Ability to frequently push, pull, lift and maneuver up to 75 lbs.
- Ability to twist, bend, stoop, kneel, crouch, crawl, climb.
- Must be able to physically perform duties of a Superintendent, Trademan, and Laborer
- Must be able to traverse and inspect all areas of jobsite in all types of weather and terrain; this may include walking, climbing, reaching, bending, crawling, or stretching.

**How to Apply:** Please submit your resume, cover letter, and any relevant project portfolios to [PWalk@GreySnow.com](mailto:PWalk@GreySnow.com). Make sure to highlight your experience with broadband infrastructure projects if applicable. We look forward to learning more about how you can contribute to our team's success.

**Deadline for Applications:** March 22<sup>nd</sup>, 2024

**Equal Opportunity Employer:** We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.