

Job Opening For JR Project Manager – Solar Construction

Grey Snow Management Services, LLC

Entity: *Grey Snow Development & Construction, LLC*

Position Title: JR Project Manager – Solar Construction

Level: Mid-Level

Location: Office/Field (90% Office / 10% Field)

Reports To: Project Manager

FLSA Status: Non-Exempt

Job Class: Professional

Company Overview

Grey Snow Management Services, LLC, in partnership with Grey Snow Development & Construction, LLC, is a tribally owned enterprise committed to excellence, sustainability, and innovation across multiple sectors of development. The company specializes in broadband, infrastructure, solar, and renewable energy projects that empower communities while promoting responsible growth and long-term value.

Our success is rooted in a dedication to quality, safety, and collaboration ensuring that every project we deliver reflects the values and standards of the Iowa Tribe of Kansas and Nebraska. As we continue expanding our construction and solar portfolio, we seek skilled professionals who are passionate about building meaningful, impactful projects that strengthen communities and create opportunities for future generations.

Position Summary

The JR Project Manager – Solar Construction supports the Project Manager in all phases of solar construction projects from estimating and procurement through execution and closeout. This position assists with managing client relationships, schedules, budgets, and profitability to ensure successful and timely project completion.

The ideal candidate brings hands-on experience in both horizontal and vertical construction and thrives in a fast-paced environment where multiple projects are managed simultaneously.

Key Responsibilities

Project Scheduling & Budgeting

- Develop and maintain project schedules using Excel, Smartsheet, Microsoft Project, or similar applications.
- Establish project budgets for review and assist in tracking project costs and forecasting.

Preconstruction & Bidding Support

- Perform bid coordination, bid review, and drawing analysis.
- Support preconstruction planning and proposal development.
- Prepare and manage submittal packages as assigned.

Project Execution

- Assist in defining project scope, goals, and deliverables.
- Coordinate consultants, subcontractors, vendors, and specialty contractors.
- Track project progress to ensure milestones and deadlines are met.
- Perform cost estimating, develop subcontractor scopes, and manage buyout activities.

Quality Assurance & Documentation

- Conduct quality control and assurance reviews throughout project execution.
- Track and manage RFIs and ensure timely distribution of responses.
- Maintain documentation in alignment with compliance and contract requirements.

Subcontractor Management & Procurement

- Source, prequalify, and coordinate subcontractors across multiple project locations.
- Maintain open communication with field staff and subcontractors to resolve issues proactively.
- Review and interpret drawings, specifications, and scopes to ensure accuracy and consistency.

Cost & Risk Analysis

- Perform cost and risk analyses and provide recommendations to the Project Manager.
- Monitor and report on project performance metrics and cost variances.

Project Closeout

- Assist with project closeout activities, including gathering warranty and product documentation.
- Support preparation of owner closeout packages and ensure turnover documentation is complete.

Qualifications

Education & Experience

- Associate's degree from an accredited college or university required.
- Minimum **5 years** of experience assisting in construction project management (horizontal and/or vertical).

- Minimum **3 years** of experience in solar construction project management (project list preferred).

Knowledge, Skills & Abilities

- Strong ability to manage multiple projects simultaneously.
- Excellent written and verbal communication skills.
- Strong problem-solving and analytical abilities.
- Proficiency in Microsoft Office Suite (Excel, Word, Project, Outlook).
- Experience using Smartsheet or equivalent project tracking software.
- Attention to detail, organization, and team collaboration skills.

Working Conditions

Environment:

- 90% office-based / 10% field work.
- Frequent work in climate-controlled environments.
- Occasional outdoor work in variable weather conditions.
- Occasional long-distance travel required.

Physical Requirements:

- Frequently in a sedentary position.
- Ability to lift up to 25 lbs. as needed for field-related activities.

Pay: \$90,000.00 - \$130,000.00 per year

How to Apply

Please submit your resume, cover letter, and any relevant project portfolios to our HR Department at work@GreySnow.com. ***Native American Preference is given (BIA Form 4432)***. Make sure to highlight your experience in project management within federal agencies if applicable. We look forward to learning more about how you can contribute to our team's success.

Deadline for Applications: November 17th, 2025, or until position is filled.

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.