
Job Title: Project Manager
Department: Grey Snow Communications
Reports To: General Manager
FLSA Status: Exempt
Travel Requirement: 50–75%
Location: As assigned / Field-based with travel

Grey Snow Communication, is actively seeking a skilled Project Manager (PM) to join our team. 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.

Position Summary

The Project Manager (PM) for Grey Snow Communications is responsible for the successful planning, coordination, and execution of telecommunications and infrastructure projects, with a strong emphasis on construction sourcing, cost development, and field coordination. This role serves as a key operational leader, managing project scope, schedules, budgets, and stakeholder communications while representing Grey Snow in client meetings, pre-bid conferences, and on-site activities.

The Project Manager will work closely with the General Manager to support project delivery, pricing strategy, and operational execution across tribal, municipal, and federally funded initiatives.

Key Responsibilities

Project Leadership & Delivery

- Lead assigned projects from planning through closeout, ensuring scope, schedule, and budget compliance
- Serve as the primary point of contact for clients, partners, contractors, and internal teams
- Plan and facilitate project meetings, including kickoff meetings, progress meetings, and stakeholder briefings
- Provide clear documentation, reporting, and status updates to the General Manager

Construction Sourcing & Cost Development

- Source, evaluate, and coordinate construction contractors, vendors, and suppliers

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- Develop detailed project pricing, cost estimates, and quantity takeoffs
 - Prepare and validate labor, materials, equipment, and subcontractor pricing
 - Support bid development efforts by providing accurate, defensible cost inputs
 - Assist with change order development, pricing, and justification

Pre-Bid & Field Activities

- Attend and lead pre-bid meetings, site walks, and field reviews
- Interpret bid documents, plans, and specifications to identify risks and constructability issues
- Coordinate site access, logistics, and local considerations
- Serve as Grey Snow's on-site representative when required

Scheduling & Budget Management

- Develop and maintain project schedules and milestones
- Track costs, labor utilization, and budget performance
- Identify potential risks, cost overruns, or schedule impacts and escalate appropriately
- Support forecasting and reporting for project financials

Compliance & Documentation

- Ensure projects comply with contractual requirements, grant conditions, and regulatory standards
- Maintain accurate project documentation, including meeting minutes, submittals, and correspondence
- Support audit readiness and documentation for federally and tribally funded projects

Team & Stakeholder Coordination

- Coordinate with engineering, finance, and administrative teams
- Support subcontractor onboarding and performance oversight
- Foster positive working relationships with tribal leadership, construction partners, and community stakeholders

Qualifications

Required

- Bachelor's degree in construction management, engineering, business, or a related field (or equivalent experience)
- Demonstrated experience managing construction-related or infrastructure projects
- Proven ability to develop project pricing, cost estimates, and bid support materials
- Willingness and ability to travel 50–75%
- Strong leadership, communication, and meeting facilitation skills
- Ability to work independently in field environments

Preferred

- Experience in telecommunications, broadband, fiber, or utility infrastructure projects
- Familiarity with tribal, municipal, or federally funded projects
- Experience leading pre-bid meetings and contractor coordination
- PMP or similar project management certification

Core Competencies

- Project and construction management
- Cost estimating and pricing strategy
- Field leadership and coordination
- Client and stakeholder engagement
- Risk identification and mitigation
- Organization, documentation, and reporting

Working Conditions

- Extensive travel to project sites and meetings
- Field and office-based work environments
- Variable schedules aligned with project and construction activities

Physical Abilities:

- Ability to constantly stand, use hands to finger, handle and feel.
- Ability to travel for work related purposes, at times to remote project sites for extended periods of time.
- Ability to frequently push, pull, lift, and maneuver up to 75 lbs.
- Ability to twist, bend, stoop, kneel, crouch, crawl, climb.
- Ability to utilize computer and computer equipment for extended periods of time.
- Must have the ability to walk, climb, reach, bend, crawl, or stretch.

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: January 15, 2025

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