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| **Date:** | **June 12, 2024** |
| **Position Title:** | **Senior Project Manager -Tower** |
| **Department/Location:** | **Towers / Oklahoma City, OK** |
| **Salary:** | **D.O.E.** |

**Primary Function:**

Employee in this position is responsible for generating, coordinating, reviewing, and planning day-to-day operations of program activities. Position reports to the Director of the Tower/Antenna Department. Duties may vary depending on the milestones of the project at the direction of Executive Management.

**Essential Responsibilities:**

1. Develop execution plan on a project specific basis.
2. Supervision and control of the day-to-day program activities to efficiently execute on the project plan.
3. Ensure the Contract Delivery Requirement Line (CDRL) items are maintained, accurate, current, and submitted on time.
4. Coordinate with engineering and logistics for complete oversight of task orders and contracts from RFP through final CDRL delivery and close out.
5. Enforce company processes through every phase of a contract.
6. Responsible for the profit and loss of the Programs within their portfolio.
7. Facilitate and work with members of the team to ensure deadlines are met or exceeded.
8. Interface and communicate with Program Office, Government Officials, and members of Executive Management to including briefing, updates, and resolutions.
9. Provide strategic planning and coordinating of program details.
10. Work as a member of a team with the ability to effectively communicate ideas and strategies.
11. Lead and develop proposals for business capture activities.
12. Perform other duties as assigned.

**Work Conditions:**

Employee will be working mostly within an office environment. Employee may travel to work site locations where employee will be expected to dress in appropriate manner to deal with clients and customers. Some travel will be necessary to meet the requirements for the positions.

**Job Requirements:**

***Minimum Requirements:***

* BA/BS degree or equivalent construction/program management experience.
* 5-7 years working as a Program Manager in the construction industry or for a Government Contractor.
* Experience working as a Manager/Supervisor over direct reports and taking responsibility for team results rather than just individual performance.
* Proficient Office skills to include Word, Excel, Project, and Outlook.
* Motivated, self-disciplined self-starter with a proactive attitude to anticipate needs; must be able to execute the plan without being micro-managed.
* Ability to shift priorities and demands and timelines while still meeting all expectations and deadlines.
* Current Security Clearance or ability to obtain one upon hire.
* PMP or DAU Certification is a plus.

**Please apply on UKG: https://secure6.saashr.com/ta/6179114.careers?ApplyToJob=570826495**

**EOE AA M/F/Vet/Disability**