



The Company: Tallgrass Construction Services (TCS) is a tribally owned 8(a) company and HUBZone certified business, providing turnkey construction services for its government and commercial customers. TCS distinguishes itself as a cost-effective and customer-focused service provider with the capabilities and resources to implement a diverse range of construction projects nationwide. TCS leverages its relationships and many years of experience across a wide variety of design, project, and construction management services.

The Position: Construction Project Manager

Job Location: Tinker AFB, Oklahoma City, Oklahoma

Position Type: Regular Full-Time

Start Date: Immediate

Education/Experience: May have a bachelor's degree in the construction industry and 5 years' experience in project management

The Project Manager oversees the planning, management direction, project completion, client satisfaction, and financial outcome of assigned construction projects. **The ideal candidate will have experience with Corps of Engineer (USACE) projects, including SATOC, MATOC and also POCA contracts.**

Responsibilities:

- Manage all projects and partner with the management in determining needs for additional staff in managing projects for Tallgrass Construction Services.
- Work with the Director and CFO to develop and manage project budgets, and related expenses.
- Work with the staff and teaming partners to develop internal systems to enhance project and budget management tools
- Prepare preliminary project schedules and work with appropriate personnel to maintain schedule throughout the project
- Monitor budgets and meet deadlines
- Perform on-sight inspections and monitor compliance with safety plans, regulations and contract terms.
- Assist in preparation of pricing on proposals and contracts, contract amendments and change orders
- Assist with scope definitions, plans and specifications
- Attend/Lead pre-construction and weekly meetings with customer, contractors, etc.
- Ensure all necessary permits and licenses are in place
- Assist with project engineering tasks such as meeting notes, submittals, etc.
- Assist with supervising subcontractors, ensure subcontract agreements are executed and terms are complied with.
- Keep up to date on construction management methodologies and tools
- Work with Quality Control Manager to ensure compliance with quality control programs
- Communicate with customers to ensure expectations are met
- Assist with business development as requested
- Resolve matters related to work procedures, complaints, construction delays, etc.



Tallgrass Construction Services offers a rich employee benefit program that includes 100% company-paid health, dental and vision insurance, 100% company-paid life insurance, flexible spending accounts, 401k plans with company matching contributions and paid time off.

Preference will be given to qualified applicants who are members of the Osage Nation or a federally recognized Native American tribe.

To Apply: please email your resume to info@tallgrass-osage.com