



Job Description

Project Manager – Underground Utilities

Location: Sioux Falls

Job Summary: Responsible for managing Underground Utility Installation Projects throughout the Midwest Region.

Reports to: Chief Operating Officer

Reported to by: Construction Manager

Compensation: Salary plus profit sharing

General Responsibilities: (Not listed in order of importance)

1. Manage overall company performance for Underground Utility Installation Projects that include Directional Boring, Mainline Plowing, Drop Plowing, Fiber Placement and Fiber Splicing.
2. Support field operations by working closely with Construction Managers to ensure crews have proper equipment, information, locates and job materials
3. Schedule jobs with customer and work with Construction Manager to ensure that crews are mobilized on time
4. Coordinate delivery of equipment and materials to job sites
5. Maintain daily contact with customers to ensure satisfaction and ongoing growth for the company
6. Control costs of assigned operations (labor, subsistence, subcontractors, equipment, job materials, etc.)
7. Prepare, Manage and turnover daily logs and closeout submittals required by customers
8. Assist with implementing company policies and procedures
9. Secure best pricing, issue purchase orders and ensure delivery of job materials
10. Evaluate Construction Managers and field staff annually
11. Conduct Monday morning crew or team meetings alongside the Construction Manager
12. Ensure areas and functions under your control adhere to the highest quality standards
13. Maintain documentation of all the above as needed

Required Meetings or Coordination

1. Daily meeting with Construction Managers and Crew Chiefs
2. Daily contact and update with customers
3. Conduct Monday morning meeting alongside the Construction Manager with each assigned crew in person or by telephone when crews are in the field
4. Weekly safety meeting with all field employees
5. Weekly report to COO on status regarding the above listed responsibilities

Company Background

ANCO Underground specializes in the Maintenance and Installation of Utility Infrastructure throughout the Upper Midwest & Mountain West; ANCO prides itself on the ability to adapt to the needs of our customers and provide a solution that incorporates both quality and efficiency while installing the Nation Utility Infrastructure.