



**ARCTEC Alaska – J/V  
Alaska Radar System  
Job Announcement**

**Project Support Manager**

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**PURPOSE OF POSITION:**

The Project Support Manager guides, organizes, plans, directs, coordinates, controls, administers, monitors, and oversees the day-to-day operational and administrative tasks/activities of the Logistics, Engineering, Training & Compliance and Quality Control departments. This position has the responsibility for health, fire, and safety; environmental; engineering; quality management; logistics; supervision of employees; personnel administration; and contract and regulatory compliance.

The incumbent also works as the security officer in all matters related to the Industrial Security Program and employees requiring Personnel Security Clearances (PCLs). The incumbent is responsible for the functions and activities of the Industrial Security Program as outlined in the National Industrial Security Program Operating Manual (NISPOM)

**PRIMARY RESPONSIBILITIES:**

- Leads people and manages resources, schedules and costs.
- Frequently communicates with the client regarding procurement approval, results of inspections, required actions, and evaluations.
- Ensures work is executed in accordance with company practices and values and client specifications
- Oversees engineering operations to support Over and Above projects and Planned Direct Scheduled Work
- Interprets and applies AFIs, OSHA, NFPA, and other government codes, regulations and instructions and responds orally and verbally to government requests for information
- Originates necessary documents, forms, reports, etc. and queries various computer work systems to extract information concerning projects, materials, or services.
- Organizes information, people, and actions to ensure an efficient operation, meet deadlines and handle multiple high-level tasks.
- Engages in the analysis interpretation, and application of information and procedures. Defines problems, collects data, establishes facts, and draws valid conclusions.

- Exercises sound business practices/methods; ensures all business activities are in compliance with all corporate policies/procedures and contract requirements; are carried out in a legal and ethical manner.
- Perform other duties as assigned

## Security

- Serves as first point of contact for Industrial Security related issues.
- Maintains all security clearance records and documents (electronic and hard copy) for cleared employees under lock and key, separate from HR files.
- Assists employees in the PCL and Periodic Reinvestigation (PR) process.
- Investigates and reports security violations and adverse information reports to the appropriate security agency; participates in internal investigations. Reports to Defense Security Service (DSS) will be reported by Corporate Industrial Security Department only.
- Performs inspections on areas where classified documents are kept and reports on the findings, posting notices, and security violations.
- Conducts periodic self-inspection and review of all security processes to ensure compliance.
- Uses Defense Information Security System (DISS)
- Ensures implementation and adherence to all policies, procedures, and practices outlined by the customer, Department of Defense (DoD), and NISPOM.
- Facilitates Industrial Security, OPSEC, and other awareness training for all project site personnel, including in- and out-briefs and annual refresher briefings.
- Prepares and coordinates processing of paperwork for all employees requiring Base Access badging and Common Access Cards (CACs) for users of government equipment.

## **Knowledge, Skills and Abilities**

- Knowledge of health, fire, safety, and environmental requirements as outlined in applicable regulations, standards and/or technical orders.
- Demonstrated experience of FAR, DFARS, and federal government contract administration procedures, policies and practices.
- Demonstrated experience with Service Contract Act, Collective Bargaining Agreements, and regulations, procedures, and practices.
- Demonstrated practical experience in project management fundamentals.
- Air Force Logistics System including supply, purchases and material management
- ISO 9001 Quality Management System
- Environmental, Health, Fire and Safety regulatory requirements

## **CORE QUALIFICATIONS:**

- Bachelor's Degree in Logistics, Management, Engineering, Organizational Development, Business Administration or any other similar applicable degree
- Five (5) years of management experience in leading and supervising employees and managing contract work activities and resources.
- A combination of education, and/or work experience may be substituted to meet requirements at the Company's discretion
- Intermediate level proficiency with Microsoft Office is required.
- Must have a valid driver license with an acceptable driving record
- Must be US citizen or US national and have ability to obtain a SECRET security clearance if required.
- Must be able to pass a pre-employment background check and prehire testing

## **Preferred:**

- Master's Degree in Logistics, Management, Engineering, Organizational Development, Business Administration or any other similar applicable degree.
- Project Management Institute (PMI) Project Management Professional (PMP) Certification
- Current/active SECRET security clearance
- Ten plus (10+) years of hands on/direct experience as a Senior Level Manager on a DoD and/or other federal Government contract. Experience must be current or within the last two years.