



# Assistant Project Manager Job Description

## Reports to: Senior Project Manager

### General Description:

The Assistant Project Manager is responsible for assisting Project Managers and/or Superintendents in coordinating the activities of a project to ensure cost, schedule, document control and quality standards are met. Under the direction of the PM, the Assistant Project Manager is expected to take on any/all tasks in the quest to learn all he/she can about construction. A degree in construction management is a plus.

### General Responsibilities:

- Assist the Project Manager in all phases and aspects of the project.
- Provide support to Field Staff.
- Follow the Companies Best Practices.

### Work Deliverables:

#### The results that are expected from a top performing Assistant Project Manager

##### Project Set Up: Ensure that proper tools are in place prior to the beginning of a project.

- Prepare and assist with pre-installation meetings.
- Review Owner contract and become familiar with terms & conditions.
- Distribute all short interval and overall project schedules. Ensure subcontractors have the most up to date scopes of work. Assist PM in the development of the overall project schedule.
- Work to obtain all necessary permits as requested by the PM.
- Ability to review drawings and specifications to become completely familiar with the project and identify long lead times and critical path items.
- Complete sub evaluations/comparisons of bids, scope review, and complete buyout as requested by PM
- Develop a project submittal log and obtain designer's approval.
- Manage said submittal log and ensure all submittals are processed promptly.

##### Operational Excellence: Plan effectively.

- Ensure contracts, insurance, and bonds are current and received before subcontractor performs any work on site. Follow up on collection of all non-received documents and escalate any issues to the PM.
- Prepare all project meeting agendas and associated attachments as directed by the PM.



- Attend weekly project meetings as requested by PM and keep detailed meeting minutes for publishing to project team.
- Draft, submit, and track all RFI's and distribute to all teams members as appropriate.
- Review project logs (RFI's, Submittals, PCO's) with Superintendent on a weekly basis.
- Pursue and monitor submittals and track deliveries of materials. Verify all submittal conformity to plans & specifications.
- Collect superintendent daily reports, weekly project pictures and safety documentation. Review for completeness and include in project documentation. Inform PM of deficiencies.
- Collect and distribute coordination drawings from appropriate subcontractors. Review drawings with PM and Superintendent. Set up coordination meetings for PM to chair.
- Collect subcontractor changes for review by the PM.
- Execute payment applications.
- Complete quantity take-offs as requested by estimating and PM.
- Review and code invoices. Check for accuracy and compare to cost to complete forecast.

**Pride in Our Workmanship: Finish well.**

- Distribute all punchlists and the follow-up as necessary to ensure timely completion of punchlist work.
- Collect all required close out documents for certification.
- Assemble the close out documents and address non-compliant subcontractor directly for compliance.

**Relationship Management: Develop critical relationships.**

- Maintain client relationships at the appropriate level reinforcing the Company's commitment to continuously addressing their needs and interests.
- Work collaboratively with outside parties (i.e. the design team, etc.) to accomplish client goals.
- Demonstrate effective relationship building within the project team and throughout the Company. Keep field team members (i.e. Superintendent) informed and active in decision-making.
- Promote positive subcontractor relations by dealing professionally and fairly with all subcontractors and vendors instilling this philosophy in project team at all times.