



FLSA EXEMPT // GRADE 35

Role Definition

The Assistant Project Manager is responsible for profitably managing a small project, or a specific scope of a medium to large project, with a Project Manager's oversight. This role will manage administrative and field construction activities related to the assigned project(s). The Assistant Project Manager typically reports to the Project Manager and may supervise other personnel.

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Essential Job Duties and Responsibilities

- Understand contract terms and obligations to ensure work in progress is within scope
- Manage construction documents, drawings, requests for information (RFI) and submittals
- Prepare inspections, compliance audits and the non-conformance log
- Manage material and equipment delivery status
- Manage project logs (i.e. buyouts, subcontractor material status reports, submittals, RFIs)
- Assist in the preconstruction, project planning and buyout process
- Create and manage scopes of work to be included in subcontracts and/or purchase order agreements
- Approve subcontractor and vendor pay applications, within delegated authority
- Assist in completion of monthly project status reports (MPSR), owner billings and financial risk assessments
- Ensure subcontract agreements and amendments are executed
- Track and negotiate subcontractor requests for change; solicit pricing and execute change orders, within delegated authority
- Utilize virtual design tools to assist with project coordination
- Operate project software, implement Lean Last Planner and create/manage project schedule
- Facilitate regular project meetings; record and distribute meeting minutes, as needed
- Manage closeout information, punch list items, as-built drawings and warranty process
- Facilitate dispute resolution among subcontractors, vendors, architects and owners, within delegated authority
- Identify and propose value engineering and scope reduction opportunities
- Assist with mentoring and providing development opportunities for team members
- Perform other duties as assigned



Standards of Conduct

- Exhibit leadership qualities to staff members, assigned projects, and other dealings while representing the Company
- Display personal ethics and solid independent judgement in all dealings; including fiscal matters, confidentiality and decision-making
- Execute high quality work product accurately, organized and on time; follow established processes and standards
- Take initiative and follow through on commitments, including assignments and established deadlines
- Assume responsibility for individual and team performance and growth
- Inform management on status of work, escalated issues, resource gaps and unmanaged risks
- Display effective written and verbal communication, express disagreement tactfully and build trust both internally and externally
- Contribute to a supportive work environment to accomplish goals, both independently or with a team
- Comply with all company policies, procedures, and standards
- Observe all applicable safety protocol and policies; report and stop any observed unsafe activity
- Embody the Company core values and embrace the "light of day" test
- Contribute to the core purpose, strategic plans and objectives of the company

Characteristics for Success

- Detail-oriented and highly organized
 - Ability to prioritize workload, multi-task, manage time and shift gears as needed
 - Firm, but fair, approach in all business dealings to protect the interests of the Company while providing outstanding customer service
 - Excellent work ethic, drive and motivation
 - Ability to master technical knowledge quickly
 - Pursuit of continuous learning and self-development opportunities
 - Skilled in solving issues effectively and efficiently
 - Ability to lead, motivate and inspire others
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Qualifications

- **Education:** An industry related bachelor's degree is required. An equivalent combination of education and experience may be considered.
- **Experience:** A minimum of three (3) years of construction project management experience is required. LEAN principles experience and ability to apply principles is desirable. OSHA 30 preferred, or the willingness to obtain upon hire.
- **Technology:** Proficiency in basic computer software programs such as Microsoft Word, Powerpoint, Excel, and Outlook. Employee should have the ability to learn other specific software (JDE, Procore, Bluebeam, Asta, etc.).
- **Skills:** A qualified candidate will demonstrate initiative, independent judgment, project management, attention to detail, time management, and problem solving skills. They should also show strong negotiation, leadership, client relation and decision making abilities.

Work Environment

This position works primarily on a construction project site and occasionally in an office environment.

Physical Demands

Frequently requires repetitive hand motions. Regularly required to speak and listen. Specific vision abilities include close vision and ability to adjust focus. Must be able to bend, sit, and stand. This list is to be considered general and not all-inclusive. The Company reserves the right to change or modify, consistent with business necessity.
