



**METRO EQUIPMENT SERVICE, INC.  
NOW HIRING FULL TIME AND PART TIME  
ASSISTANT PROJECT MANAGER**

Metro Equipment Service which has over 35 years of management and construction experience and is committed to performing a safe and harmonious environment. Established in 1987, Metro Equipment Service, Inc. (MES) is a prominent underground utility, site development, and environmental construction company specializing in commercial, municipal, and federal projects.

MES is one of the fastest growing companies in South Florida, specializing in all aspects of infrastructure improvements and developments. MES primarily operates in the State of Florida and is currently exploring opportunities in other states as well as internationally. MES operates under the direction of Mr. Jorge Godoy who has over 35 years of experience in general construction, management, and business development.

MES is looking for an Assistant Project Manager to assist in planning, directing, coordinating or budgeting activities concerned with the water and sewer or municipality projects. Incumbent participates in the conceptual development of a construction project and oversee its organization, scheduling and implementation.

**Essential Functions**

1. Work with Superintendents and/or Project Manager to plan, organize and direct activities concerned with construction projects.
2. Establish project objectives, policies, procedures and performance standards within boundaries of company policy and contract specifications. Confer with supervisors and Project Manager to discuss such matters as work procedures, complaints, safety issues and construction problems.
3. Initiate and maintain Liaison with Owners and other contacts to facilitate project activities.
4. Monitor and control project through administrative direction of on-site Project Manager to ensure project is completed on schedule and within budget.
5. Represent company in project meetings.
6. Work with contract administrator to manage financial aspects of contracts to protect company's interest and simultaneously maintain good relationship with the customer.
7. Requisition supplies and materials to complete project.
8. Interpret and explain plans and contract terms to administrative staff, workers and clients.
9. Formulate reports concerning such areas as work progress, costs and scheduling.
10. Work with workers to assign duties specific to work on specified projects.

**Desired Qualifications**

- Self-Motivated Goal Oriented – High Achieving Individual
- Communication Proficiency.
- Leadership.
- Mathematical Skills.
- Mechanical Knowledge.
- Project Management.
- Teamwork Orientation.
- Knowledge of MS Word, Excel and Powerpoint.
- Knowledge of PlanSwift is a plus.
- Attention to detail.
- Ability to manage and prioritize multiple projects simultaneously.
- Interest and passion for construction.
- Microsoft Projects

**Position Type/Expected Hours of Work**

Currently hiring both Full Time and Part Time positions.

The Full-Time position's hours of work are Monday through Friday, 7:00 a.m. to 6:00 p.m., over 40 hours per week.

The Part-Time position's hours to be determined upon hiring.

On occasion may need to work on weekends.

**Travel**

Travel to project worksites around the state should be expected.

**Required Education and Experience**

Minimum of a High school diploma with 2-3 years experience in managing multiple projects at a time.

**Preferred Education and Experience**

College degree in a construction/engineering field preferred, but not required.

Construction experience in the office or the field is preferred.

**Who May Apply**

Open to anyone who meets the minimum requirements.

**Salary**

Compensation based on experience and schedule.

**Pre-Employment Requirements**

All candidates are subject to a pre-employment background check and drug testing.

Interested applicants please email your resume to [ms@mesinc.us](mailto:ms@mesinc.us) and copy [dq@mesinc.us](mailto:dq@mesinc.us)