

Job Title:	Assistant Project Manager	Reports To:	Project Manager, Senior Project Manager, Project Director
Division:		FLSA Classification:	Exempt
Department:	Project Management	Salary Grade:	4

Position Purpose

To ensure that goals or objectives of a project(s) are accomplished within the prescribed time frame and funding parameters. This position will provide business and administrative support to facilitate the planning and coordinating for activities of designated project(s).

Essential Functions and Responsibilities

Construction Knowledge

- Ability to interpret all contract documents and utilize them to resolve field issues.
- Assists in solving contract scope of work problems with and between each subcontractor's scope of work.
- Knows the basics of construction and can implement creative solutions to problems in the field to keep work moving.
- Can implement construction project controls.

Quality

- Oversees overall compliance to QA/QC program and reports to project manager.
- Monitors testing and inspection and works with superintendent to ensure necessary corrective actions.
- Monitors punch list.

Safety

- Recognizes positive behaviors in the field and assists promoting correct behaviors and results.
- Can perform startup orientations for subcontractor employees and can sort and record TSTI.
- Has TAPROOT training.

Leadership & Organization

- Manages the technical file process, assures compliance, and meets project needs and schedules; takes proactive measures to correct if needed.
- Can recognize issues from technical files and notifies manager of issues; proactively takes corrective measures to mitigate risks to project performance.
- Can lead project meetings if needed.
- Assists with monthly reports.
- Understands all team roles and responsibilities; can manage and prioritize work for the project engineers.
- Able to perform proper and effective communication (written and verbal).

Schedule Management

- Monitors and manages the shop drawing, submittal, material delivery process; takes measures to ensure compliance to project schedules.
- Understands and assists project manager in overall process conformance to master and short term schedules; updates as needed.
- Can effectively use P6 or other scheduling software to manage master and short term schedules.
- Can schedule a simple project.
- Works with superintendent and project manager to identify delays in work and assists in overall impact and recovery plans.

Project Planning

- Understands the occupancy process and can develop the turnover phasing plan in coordination with the superintendent.
- Works with superintendent to create logistics plan and coordinate the same with subcontractors.
- Works with superintendent and project manager for all planning and scheduling as required.
- Assists superintendent with permitting as necessary.

Risk Management & Problem Solving

- Capable of writing subcontracts and PO for basic scope of work.
- Can write and negotiate subcontract change orders; can manage the CO process with guidance from the project manager.
- Understands procurement process of subcontractors and purchase orders; participates under management.
- Anticipates problems and takes active steps to prevent them.
- Can identify impacts and delays and works with management to mitigate; appropriate documentation and timely notifications are made to minimize exposure.

Finance

- Assists in development of master project budget.
- Reviews labor cost reports, invoice reports, and monthly cost reports; takes the necessary action.
- Assists with monthly owner pay application process.
- Assists project manager to manage the project costs, ensure profitability, and maintain a positive cash flow.

Preconstruction/Estimating

- Prepares quantity survey and estimates.
- Ability to review and analyze subcontractors pricing and make recommendations for award.
- Can assist with subcontractor negotiations.

Sales/Client Development

- Stays in contact with subcontractors and owners to maintain positive relationships.

Technology

- Can utilize accounting software to perform budget shifts, forecasting, and budget revisions.
- Can use Naviswork to lead clash detection/coordination efforts.
- Can utilize AutoDesk QTO to perform in depth take-off and verify sub changes.

Qualifications & Requirements

Education / Certification

Bachelor's degree, preferably in Construction Science, Construction Engineering Technology, or Construction Management

Recommended Work Experience

0 to 5+ year relevant experience in construction

Recommended Knowledge, Skills, and Abilities

Knowledge of computer programs such as Microsoft Office, scheduling software, internet, accounting software, and project management software; Knowledge of industry trends and innovations; Skilled in communication, public relations, organization, teamwork, accuracy, attention to detail, time management, and assistance of others; Able to adapt to changing situations.

Physical Demands

Prolonged standing, climbing, balancing, bending, stooping, kneeling, crouching, crawling, reaching, handling, talking, hearing, depth perception, lifting, and strength.

Working Conditions

Considerable local and non-local travel required; Frequent conflict situations may be present; Potential hazardous work; Possible erratic weather conditions.

Performance Measurements

- Annual Performance Review
- Regular Project Updates
- Monthly Job Cost Reporting
- Internal and External Client/Customer Feedback
- Possible peer and/or 360 degree surveys