

Job Title:	Assistant Manager of Quality Control & Scheduling	Reports To:	Manager of Quality Control & Scheduling
Division:	Multifamily	FLSA Classification:	Exempt
Department:	Project Management	Salary Grade:	4

Position Purpose

To assist the Multifamily Division with schedule updates, maintain pertinent reports and databases, and conduct quality control inspections and reviews.

Essential Functions and Responsibilities

Quality Control

- General knowledge of project management software operations; preferred Prolog Manager by Meridian.
- Creates, updates, and maintains the project specific quality control databases.
- Reviews shop drawings and submittals for conformance with project specifications.
- Conducts periodic inspections to verify that work is proceeding with the contract documents and the approved submittals.
- Documents and distributes quality control analysis reports.
- Documents and distributes punch lists reports.
- Assists with project closeout documents that include O&M manuals, as-builts, and warranties.

Scheduling

- General knowledge of scheduling software operations; preferred Primavera P6 Project Management.
- Assists with design and develop project baseline schedule.
- Interacts with project team to define scope of work to develop and update detailed schedules, cost information, and identification of variances from original plan.
- Evaluates project schedule progress and performance and identify developing problem areas.
- Recognizes critical path and constraints to determine effect of changes to schedule and recommends work-around.
- Updates weekly short interval schedule working with superintendents.
- Assists project team to develop and maintain periodic status reports to keep management informed on project progress.

Qualifications & Requirements

Education / Certification

- B.S. Degree in Engineering or Construction Management

Recommended Work Experience

- Minimum of 2 years of experience in the construction industry; Preferred multi-family construction

Recommended Knowledge, Skills, and Abilities

Working knowledge of civil and architectural functions; Knowledge of the sequencing of work and the strategy of creating effective project schedules; Good understanding of project administration; Proficient with computer software used in the construction industry; Organized and detail oriented; Desire to learn and grow in the construction industry.

Working Conditions

Frequent local and long-distance travel to project sites required.

Performance Measurements

- Annual Performance Review
- Regular Project Updates
- Internal and External Client/Customer Feedback