



Assistant Project Manager

JOB DESCRIPTION:

This is a support position that works in the Project Team and reports to the Project Manager. The Assistant Project Manager supports the field team and backs up the Project Manager to drive each job and complete the project on time and on budget. The APM is the field point of contact for the Superintendent(s) when the PM is unavailable. This position is a salaried position and frequently requires after-hours availability to address issues that arise within the course of construction.

REQUIREMENTS:

- Capable communicator with contractors and suppliers to acquire quotes for services or equipment as needed during job set up.
- Must be comfortable answering questions from the field as well as collaborating in any environment with the project team.
- Possess advanced computer skills with demonstrable experience organizing electronic filing systems and utilizing customer driven PM platforms.
- Thorough understanding of each aspect of a construction job and the associated scope of work- comfortable researching questions from the field regarding contractor responsibility.
- Solid ability to read drawings and determine tasks that fall out of scope and become change events.
- Minimum of two years working on construction job sites or an equivalent college degree.

SKILLS:

- Understands the basics of project management phases and their deliverables on a daily timeline.
- Communicates effectively with all municipalities regarding inspection expectations and guidelines- can support the field to meet the requirements.
- Maintains and shares information relevant to the projects at hand while driving the team to establish goals for improvement at all levels of the enterprise.
- Organized at all levels of document management and timely deliverables to close out the projects.

RESPONSIBILITIES:

- Assists with daily and accurate project reporting to the owner or owner's rep.
- Oversee the job set up process for all equipment rental and purchase orders.
- Support the Pre-Construction meeting and attend on-site meetings as needed.
- Collect shop drawings and send submittals to support job requirements.
- Verify that the Job Superintendent has a demobilization plan and that the plan is executed.
- Close out of each job and verify the Superintendent has all final inspections as well as all equipment pickup confirmations.
- Support the completion of all punch items/ tasks including owner specific documents (asset tagging, refrigeration docs, and Certificate of Occupancy).