

Assistant Project Manager Job Description

This position assists the project manager and/or general foreman in administration and technical direction for large, complex projects. This position may also direct several small and/or medium size projects through foremen.

Other critical functions include project budgeting/monitoring, developing and supervising direct reports, reviewing designs and specifications, performing material takeoffs, preparing proposals, performing customer contacts, meetings and coordination and any other work that relates to project management activities.

Responsibilities

- Assist the project manager with ensuring projects meet quality requirements and are progressing and completed on time, within budget, and with defined resources.
- Manage the completion of assigned tasks, development of scopes of work for subcontractor quotes and handling logistics of pre-construction submittals, meetings, budgeting, reporting, and close-out.
- Collaborate with the project manager to ensure a complete scope of work is defined.
- Develop competencies with reviewing drawings and specifications to assist with preparing project schedules, change orders, building and environmental controls.
- Monitor project budgets and labor costs, alert the project manager to any concerns.
- Prepare, maintain and present computer-generated logs and reports.
- Maintain regular communication and collaboration with project managers.
- Prepare and manage communications internally with the construction team and support functions as well as with general contractors or construction managers for assigned projects.
- Maintain that quality control procedures are followed on all projects and report issues to project manager when they arise.
- Initiative is shown in taking on additional duties and responsibilities.
- Seeks guidance and direction as necessary from the project manager on major projects and demonstrates good judgment in suitably reporting major matters or problems.
- Respects the confidentiality of the company information and ensures that all subordinate staff does likewise.
- Comply with all company operating policies, procedures, and safety programs as established.

Minimum Job Requirements:

- Associate degree in a construction related field or equivalent work experience.
- A minimum of two years' experience in the construction industry
- Mechanical industry experience preferred.
- Possession of a valid Alaska driver's license and satisfactory driver record

Knowledge, Skills & Proficiencies:

- Must have excellent communication skills The use of analytical, technical, writing and interpersonal skills, which demonstrate an ability to organize, schedule, direct, control and manage construction projects and field personnel.
- Skill in the use of computers, Windows-based operating environment.
- Ability to direct personnel
- Must be a team player
- Must have excellent time management skills
- Problem solving skills
- Work ethic
- Goal oriented
- Industry knowledge
- Encouraging and supportive

Working Conditions and Physical Effort

- Requires physical work; lifting, pushing, or pulling required of objects up to 50 pounds.
- Physically able to stand, sit, move, squat, walk, and climb during the shift.
- Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
- Must have the ability to handle stress to operate under deadlines

