
Assistant Project Manager

Title: Assistant Project Manager
Reports to: Project Executive
Supports: Project Executives & Project Managers

Essential Duties & Responsibilities

This job description reflects Skyline Construction's assignment of essential functions, but does not proscribe or restrict the tasks that may be assigned. They may be subject to change at any time for reasonable accommodation or any other reason.

Assists Project Managers, or Project Executive in coordinating the activities of a project to ensure cost, schedule, and quality standards are met. Exercises independent judgment related to day-to-day administration of projects.

- Assist in obtaining pricing for the development of cost estimates.
- Assist in the development and maintenance of construction project schedules using Critical Path Management (CPM) techniques.
- Assist in bidding process.
- Assist Superintendent with the implementation of job site safety procedures, notifications, signage, supplies, and equipment.
- Code all documents for job site filing.
- Work with Insurance Coordinator to ensure insurance and bonds are current and accurate.
- Assist Project Manager in communicating effectively with the Owner, coordinating team meetings, completing contract documents, and reviewing consultant and contractor pay applications.
- Draft meeting agendas for all project meetings.
- Attend all reoccurring OAC and trade meetings and prepare minutes.
- Assist Project Manager in verifying submittal conformity to specs.
- Maintain documents control and distribution of the following, distributing and logging each. (Document control includes reviewing and understanding the documents):
 - Request for Information (RFI)
 - Submittals
 - Contract Documents
 - Project Cost Reports
 - Change Proposals
 - Change Orders
 - Architect's Supplemental Instructions (ASI)
 - A/E Reports
 - Contract Close-out Documentation (i.e. close-out manual)
 - Punchlists Management
- Manage current and accurate logs for the following (with turnaround times*)
 - RFI Logs*
 - Submittal Log*
 - Document and Plan Distribution Log
 - Permit Log
 - Issues List*
 - Change Proposal Log*
 - Change Order Log
 - Addenda Log

- Close Out Log
 - Safety Log
 - Claims Log
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- Encourage the A/E and contractors to meet deadlines by courteous phone calls and confirming letters/correspondence.
 - Assist the Project Manager and Superintendent in coordinating the work of each trade.
 - Review contractor changes and design professional additional service requests.
 - Support Project Manager in the preparation of daily and monthly reports.
 - Assist in the development of punchlists and the follow-up necessary to ensure timely completion of punchlist work.
 - Assist Project Manager in obtaining required permits for the work from governmental agencies and in coordinating required inspections by appropriate inspectors.
 - Other duties may be assigned.

Experience and Education

Minimum 2-5 years of working experiences as a Assistant Project Manager or similar position doing work in commercial tenant improvements. Graduation from an accredited four-year college or university with major coursework in construction management, engineering, or a related field preferred. LEED accreditation preferred

Knowledge, Skills and Abilities

- Knowledge of construction principles, techniques, and procedures.
- Skill in the use of computer software including word processing, spreadsheets, and project scheduling applications.
- Ability to effectively present information in oral, written and graphic form.
- Demonstrated skills in organizing and evaluating information and in proactively finding solutions for construction projects.
- Ability to read architectural plans and specifications.
- CPM scheduling experience and estimating experience preferred.

Physical Demands

The employee must be able to utilize a computer to perform data entry, word processing, and spreadsheet operations. Employee must be able to communicate effectively with management, staff, and outside entities. The employee will be required to safely walk, stand, reach with hands and arms, climb, balance, stoop, kneel, crouch, crawl, see and hear.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

While performing the duties of this job, the employee may be exposed to outside weather conditions at job sites, including wet and/or humid conditions, cold, and heat. For renovation work, hazardous material or conditions may be present in the existing building. The noise level at these sites may be unusually loud at times. Job sites are typically dusty.