

Bravo Builders

Assistant Project Manager

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Department: Project Management

FLSA Status: Exempt

Grade/Level: n/a

Job Type: Regular

Work Schedule:

Full Time Schedule

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Job Status: Full Time

Reports To: Senior Project Manager

Amount of Travel Required: Site to Site

Positions Supervised: None

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#### POSITION SUMMARY

The Assistant Project Manager reports to and is responsible for assisting the Project Manager and/or Senior Project Manager with the daily management, supervision, coordination, and successful completion of the project(s) to meet time and cost objectives with respect to contracting, scheduling, estimating, bidding, and contract administration functions.

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#### ESSENTIAL FUNCTIONS

##### Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

##### Essential Functions Statement(s)

- 1. Assist the Superintendent and Project Manager with the overall plan for construction of the project.
- 2. Assist in the development of cost estimates of assigned projects.
- 3. Solicit and obtain bids from subcontractors and material suppliers.
- 4. Issues subcontractor job kits after approved by the Project Manager and Superintendent.
- 5. Assist with preparing the job start-up and close-out checklists.
- 6. Prepare the detailed project construction progress schedule in coordination with Superintendent, Project Manager, subcontractors and suppliers. Update the schedule on a monthly basis or as required by the Contract.
- 7. Prepare the Contract Schedule of Values for approval by the Project Manager.
- 8. Assist the Project Manager with the preparation of the ACR.
- 9. Secure properly executed subcontract and purchase order agreements, insurance certificates, bonds and other documents as required to protect the interest of the Company.
- 10. Prepare, expedite, and monitor logs for tracking shop drawings, contract documents, submittals, request for information, change orders, material delivery logs and other logs as determined necessary for a successful project.
  
- 11. With the Superintendent, monitor and expedite the delivery of materials.
- 12. Assist the Superintendent to ensure that the project is constructed in accordance with the contract requirements and specifications and with the required quality.
- 13. Assist the Project Manager in the development of the monthly job status report and participate in the preparation of the ACR.
- 14. Possess working knowledge of all project plans, specifications, contract with Owner, subcontracts, purchase orders, daily correspondence, shop drawings, submittals, and all other project related documents, and maintain a complete and accurate set of as-builts.
- 15. Assist in expediting payment from the owner and expedite prompt processing of invoices and prompt payment through to subcontractor for amounts due to them.
- 16. Assist in the preparation of change proposals, change orders review, issues change orders to subcontractors and Project Accountant.
- 17. Prepare revisions to the master cost breakdown as a result of change orders and management revisions with direction of project manager.
- 18. Document potential schedule delays and promptly notify supervision to submit request for extension of time and/or additional costs as per terms of Contract.
- 19. Keep the Project Manager fully informed in a timely fashion with regard to any and all problem areas on the project.
- 20. Maintain good relationships with the owner, architect, engineers, subcontractors, suppliers, municipal authorities and company personnel involved with the project.
- 21. Actively participate and/or lead post-bid, buyout, coordination, lead team, subcontractor, staffing, scheduling and other meetings.
- 22. Prepare meeting minutes as directed by Project Manager.

23. Maintain and Track Project Closeout Activities.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Ambition - The drive to achieve personal advancement.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Conceptual Thinking - Ability to think in terms of abstract ideas.
- Decision Making - Ability to make critical decisions while following company procedures.
- Motivation - Ability to inspire oneself and others to reach a goal and/or perform to the best of their ability.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Strategic Planning - Ability to develop a vision for the future and create a culture in which the long range goals can be achieved.

SKILLS & ABILITIES

Education:	Bachelor's Degree (four year college or technical school)
Experience:	No prior experience necessary
Computer Skills:	PC-based scheduling and spreadsheet applications including Project, Excel and Word
Certifications & Licenses:	4-year degree in an accredited construction related curriculum (BSCE, BSCM, BSAE, etc.) or experience equivalent to a 4-year degree.
Other Requirements:	1. Demonstrate the ability to perform in areas: estimating, scheduling, budgeting/cost control, field supervision, financial reporting, client relationship, interpersonal skills, computer skills, safety/insurance, ability to communicate; both written and oral. 2. Ability to read/Interpret Blueprints and Specifications 3. Obtain and keep current OSHA 10 and Scaffolding training.

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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.