

JOB TITLE – ASSISTANT PROJECT MANAGER

REPORTS TO- PROJECT MANAGER

General Summary of the Position: Assists the Project Manager for most finance-related tasks especially labor and material cost control. The Assistant Project Manager is responsible for assisting their assigned Project Manager in the planning, management direction, project completion, client satisfaction, and financial outcome of assigned construction projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES-

- Assist their assigned Project Manager in coordinating all contractual requirements, design drawings, and project specifications that include, but not limited to:
 - On-Site Project Management
 - Project Monthly Report Generation
 - Project Coordination & Project Controls
 - Change Orders
 - Construction Billings & Cash Flow Projects
 - Application for Payment Verification
 - Cost tracking for sequential costing
 - Contract Administration
 - Job Cost Analysis
 - Punch-List Management
 - Project Schedule Adherence
 - Warranty Review & Procurement
 - Weekly OAC Meetings
 - Meeting Minutes and Documentation
- Assist in evaluation and solution of potential field problems, referring them to Project manager.
- Project accounting functions. Must develop the highest standard of understanding and proficient use of ALL Procore financial tools and reports including but not limited to.

JMI General Cost Codes

Development of a Schedule of Values

Budget Creation within Procore

Contract issuance (Procore work flow process)

Buyout and Tracking (Procore Reports)

Commitments (Procore work flow process)

Development and Creation of Complete Exhibits B and D

Purchase Order Creation

- Assist in plan and spec analysis in order to provide clear, trackable and coordinated interpretations of the design/drawings for construction.
- Perform additional assignments and responsibilities as assumed or requested by supervision.
- Conduct quality control activities in accordance with instructions, inspection programs, using specified control measuring and testing equipment.
- Understand and perform document control functions in accordance with on-site policy and procedures.
- Provide technical engineering information to company employees and subcontractors to ensure project complies with all engineering standards, codes, specifications and design instructions.
- Attend project coordination and owner/contractor/architect/engineer meetings as required.
- Research and recommend solutions to design document problems, including conflicts, interferences and errors/omissions.

To perform this job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

COMPETENCIES

- Analytical-the individual synthesizes complex or diverse information.
- Problem-Solving-the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully. Individual uses this information to assist the project team and disperse any pertinent solutions.
- Oral Communication-the individual speaks clearly and persuasively in both positive and negative situations. The individual maintains and assists in communication with all members of the project team.
- Planning/Organizing-the individual prioritizes, plans work activities and uses time efficiently.
- Quality-the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability-the individual adapts to changes in the work environment and/or schedule, manages competing demands and deals with frequent changes, delays or unexpected events.
- Dependability-the individual is consistently at work and on time, follows instructions, and responds to management direction. The individual solicits feedback to improve performance and receives management and team feedback in a positive manner.
- Safety and Security-the individual observes safety and security procedures and uses equipment and company materials properly and efficiently.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

JOB REQUIREMENTS –

Completion of Vocational School a plus, college degree preferred

Minimum of 5 years related experience or equivalent role (commercial, multi-purpose building construction experience a preferred)

Familiar with construction management software such as, Procore, MS Project, Excel, a plus for use with scheduling, spreadsheets, and cost control.

Proficient in understanding building plans and specifications.

Value Engineering and life cycle costing.

Team player with field supervision, project management and company administration staff.

Safety standards knowledge and enforcement

Ability to remain calm, focused and effective under time pressure situations.

Self starter with ability to set goals and tasks with strong leadership skills.

Language Skills- Ability to read and interpret documents such as blueprints, safety rules, operating and maintenance instructions. Write routine reports, document meetings and create general correspondence documents. Communicate clearly and effectively with team members.

Mathematical Skills-Ability to add and subtract, multiply and divide, using whole numbers, common fractions and decimals. Ability to compute rates and percentages and understand graphs.

Reasoning Ability-Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.

Computer Skills-To perform the job successfully, an individual should be proficient with construction software such as Pro-Core and have knowledge of word processing, excel spreadsheets, e-mail software and use of the internet.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to sit; walk (office and project sites) use hands to finger handle or feel; use of computer laptop; reach with hands and arms and talk and hear. The employee must regularly lift and/or move up to 25 pounds or more.

Johnstone Moyer retains the sole right and discretion to make changes to this job description.