



## ASSISTANT PROJECT MANAGER

### Job Summary

Plans, directs, and coordinates activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters by performing the following duties personally or through subordinate supervisors.

### Duties and Responsibilities

- Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project.
- Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel.
- Confers with project staff to outline work plan and to assign duties, responsibilities, and scope of authority.
- Directs and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget.
- Reviews status reports prepared by project personnel and modifies schedules or plans as required.
- Prepares project reports for management, client, or others.
- Confers with project personnel to provide technical advice and to resolve problems.
- Develop and maintain a positive working relationship with project owners, subcontractors, suppliers, and industry professionals.
- Prepare and submit all owner required paperwork.
- Track project costs to maintain budget and profitability.
- Train, develop and mentor Superintendents, Foremen and trade craft employees to improve skills sets and prepare for promotion. Review plans, specifications and shop drawings for accuracy, compliance and construction feasibility.

### Qualifications

- Minimum of 2 years' experience within the construction industry required. Preferably with **Heavy Civil Structures experience. (Required)**
- Ability to read, analyze, and interpret project plans, specifications, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and RFI's. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Bilingual (English and Spanish) preferred but not required.
- To perform this job successfully, an individual should have knowledge of Microsoft Project software; Spreadsheet software; Viewpoint accounting software preferred; P6 scheduling software and Hard Dollar estimating software also preferred.

- While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts and outdoor weather conditions. The employee is occasionally exposed to work in high, precarious places; fumes or airborne particles; toxic or caustic chemicals and vibration. The noise level in the work environment is usually loud.
- The employee must frequently lift and/or move up to 75 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to stand; walk; use hands, handle, or feel and talk or hear. The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit.
- A bachelor's degree in Civil Engineering, Construction Management, or other relevant degree is **REQUIRED**.

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