



ASSISTANT PROJECT MANAGER

Position Description

LOCATION: Job Site Office or Main Office.

LEVEL: This is a level 5 position. The Assistant Project Manager reports and is responsible to the (Senior) Project Manager.

PURPOSE

It is the function of the Assistant Project Manager to be involved with the daily management, supervision, coordination and successful completion of the project(s) to meet time and cost objectives with respect to scheduling, estimating, bidding and contract administration functions.

PRIMARY DUTIES AND RESPONSIBILITIES

- 1) Helps to create a schedule during project set-up and sub-bidding that reflects project strategy and meets the needs for estimating and subcontractor procurement.
- 2) Participates in and/or lead project and staff meetings.
- 3) Ensures all documents and materials are maintained throughout the project.
- 4) Identifies any lead time problems or setbacks and works with S/PM to resolve while keeping all appropriate parties informed regarding project limitations.
- 5) Manages the submittal process and effectively communicate with subcontractors and project team, as needed, to ensure potential issues are resolved quickly.
- 6) Maintains cost control ledgers and job cost estimates.
- 7) Estimates, prepares, and negotiates change orders. Write subcontract change orders.
- 8) Prepares bid packages and solicit and evaluate bids.
- 9) Writes project procedures to execute project in conformance with the contract documents and achieve expected financial results.
- 10) Supervises work and effectively use short-range project management programs, production control monitoring, and drawings, etc.
- 11) Applies knowledge and experience when providing input into the project planning report by understanding implications when making recommendations related to issues e.g., materials handling, site layout, etc.
- 12) Uses knowledge and awareness of project related interdependencies to maintain and provide accurate and detailed project records and reports to relevant stakeholders.
- 13) Coordinates design and quality documentation to ensure strict compliance of all subcontracts to the project requirements, assuring that all contractual service levels are met.
- 14) Develops and maintains strong relationships with the subcontractors through strong communications regarding responsibilities, changes, and issues as well as follow-ups on requests in a timely manner.



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- 15) Develops critical client relationships through being available to client requests, working collaboratively with outside parties (i.e. the design team, etc.) to accomplish client goals and maintain close communication across Project Team regarding client contract tactics and strategies.
- 16) Performs additional assignments as directed by supervisors or as required for successful project completion.

QUALIFICATIONS

- 1) Bachelor's degree or higher in Construction Management, Engineering or Architecture.
- 2) 3+ years of experience in construction services for a variety of building construction types and forms of contract; Scheduling and/or Estimating experience, a plus.
- 3) Field experience (as Project Engineer or Assistant Superintendent)
- 4) Extensive knowledge of construction cost, estimating and engineering principles and techniques.
- 5) Thorough understanding of plans and specifications.
- 6) Demonstrates management, leadership, and interpersonal skills.
- 7) Strong computer skills.
- 8) Effective written and verbal communication skills and organizational skills.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Performance of the required duties will require physical ability to climb permanent and temporary stairs, passenger use of construction personnel hoists, ability to climb ladders and negotiate work areas under construction. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. Performing this job requires use of hands to finger, handle, or feel objects, tools or controls, sit, talk and hear, stand, climb, balance, stoop, kneel, crouch, or crawl. Employee must occasionally lift and/or move up to 75 pounds. While performing the duties of this job, the employee regularly works on-site at the construction work site where the employee is exposed to moving mechanical parts; high precarious places; fumes or airborne particles; outside weather conditions and risk of electrical shock. The noise in these work environments is usually moderate to very loud.

APPLY:

Send resume and cover letter to HR@kcswest.com.