

ATTACHMENT A

Job Description and Expectations
Assistant Project Manager

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JOB TITLE: ASSISTANT PROJECT MANAGER
ROLE IS ACCOUNTABLE TO: PROJECT MANAGERS AND VICE PRESIDENT
ROLE SUPPORTS: PROJECT MANAGERS
ROLE HOURS: FLEXIBLE

Executive Summary:

The Assistant Project Manager must be a business minded individual with exceptional analytical skills.

Expectations:

You will be expected to expertly and efficiently support the Project Team in the planning, management, and execution of project specific duties.

Technical Skills and Competencies:

- Construction billing.
- Ability to learn and innovate.
- Flexible approach.
- Ability to handle multiple tasks concurrently.
- Skilled at executing process and procedure and getting “buy in” from stakeholders.
- Solid knowledge of business processes and work flow
- Strong Organization and Communication skills
- Specification review and construction of submittals

CORE VALUE ATTRIBUTES	
▪	Do what you say you will do. Follow through and complete promised projects when you say you are going to do them.
▪	Admit when you make a mistake. Take responsibility for your mistakes and not push blame to others? Say, “I made a mistake; please allow me the opportunity to fix it.”
▪	Respect and value individuals. Respect at the work place brings about high levels of productivity. Value a work environment in which conflicts are minimal and ethical behaviors such as honesty, integrity, diligence, fairness, trust, respect and consistency are practiced.
▪	Coach and serve others. Support others by setting time aside to work with them and teach them how to complete a task they don’t understand. Understand that each employee’s success depends on the company’s success.
▪	Do the work. Find a way to get the work done even if it means putting aside some of your own projects in order to accomplish a big goal.
▪	Know what battles to pick. Be an employee who is generally agreeable. Keep quiet and not complain until it really matters.

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**CORE VALUE ATTRIBUTES CONTINUED**

▪	Provide solutions. When you realize there is a problem, use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the problems. Bring a problem and a solution to the table.
▪	Share credit. Share credit on your accomplishments. Nice guys can finish first.
	Take initiative. Step up first. Don't wait for someone else to take on the additional responsibilities.
▪	Actively listen. Give full attention to what other people are saying. Take time to understand the points being made, ask the appropriate questions, and do not interrupt at inappropriate times.
▪	Learn new things. Seek opportunities to learn new things, even though they will make keeping up with the day to day tasks challenging.

SUPPORT PROJECT MANAGERS

▪	Maintain positive and productive relationships with clients.
▪	Maintain positive and productive relationships with subcontractors.
▪	Prepare monthly reports.
▪	Execute processes and procedures
▪	Track subcontract billings and assist PM with projecting billings.
▪	Organize operational documents that involve the following tasks:
	Efficiently (via electronic devices or hard materials) copy, distribute and track project documents including drawings, submittals, O&M's, contracts, project schedules and subcontracts.
	Assist in building and maintaining project logs including but not limited to: Equipment Log; Submittal Log; Testing Log; Quality Control Log; etc.
	Assist in timely procurement of Project equipment and material
	Assemble and distribute required submittals. Build out pipe, valve, and hanger spreadsheets for use in submittals and on the project.

SUPPORT INFRASTRUCTURE

▪	Assist in streamlining current processes to help create efficient workflow.
▪	Execute systems for budgeting, projections and job costing.
▪	Support culture of accountability.
▪	Maintain accuracy and completeness of job spreadsheet for PM team, including contract amounts and change orders.

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BUDGETS/BILLINGS	
▪	Assist PM's to ensure projects are billed accurately and timely.
▪	Assist PM's with development and maintenance of job budgets including buy-out adjustments for material, equipment and labor.
▪	Assist PMs to project cash flow needs.
▪	Review estimating budget at handoff provide estimating with feedback so they can correct the budget.

CHANGE ORDERS	
▪	Analyze and transparently record any changes associated with RFI responses, Addendums, ASI's, etc. Coordinate with Team Members to assign responsibility for take-offs, pricing, et cetera, to meet pricing deadlines.
▪	Assist in pricing and assembling Change Orders
▪	Build scopes for Change Orders; ensure all subcontractors and vendors are notified timely of changes and due dates. Collect and assemble Sub and Vendor Change Order Requests.
▪	Follow-up monthly with PMs on open COs to ensure COs are closed out when they are no longer needed.
▪	Ensure COs from GC are correct before signing.
▪	Ensure sub changes are written and sent out when GC approves our changes.
▪	Coordinate with Project Manager to fully execute Sub CO when received signed back from Subcontractor

COORDINATE CONTRACTS	
▪	Coordinate and track contracts and subcontracts to ensure company risks are minimized and terms are maximized.
▪	Ensure bonds and certificates of insurance are requested before work begins.

COORDINATE PROJECTS	
▪	Facilitate communication among project teams.
▪	Coordinate start-up and close-out documents, tracking and sending to proper people.
▪	Coordinate turnover and close-out of project.

Employee Name: _____

Date: _____