

JOB TITLE: Construction Assistant Project Manager

DEPARTMENT: Construction

DIVISION: Regional

FLSA:

DATE OF REVISION:

1. PRIMARY FUNCTION

Provide support to field production teams as directed by Regional Project Manager.

2. ESSENTIAL DUTIES AND RESPONSIBILITIES (Should be a minimum of 5-8)

- Monitor quality of project documentation for supervisory review
- Coordinate subcontractor submittals for Project Manager
- Assist Estimator and Project Manager with material specifications prior to construction
- Assist Project Managers in the flow of information to the field teams
- Investigate and propose value engineering and/or innovative alternatives
- Manage administrative functions of the project
- Ensure on-site project personnel are maintaining as-built drawings and proper documentation during the project construction
- Assist Project Manager in project close-out documentation

3. NON-ESSENTIAL DUTIES AND RESPONSIBILITIES (Could be 1-3)

- Assist in local licensing and applicable permitting
- Assist in maintaining standardized forms and procedures for construction operation
- Other duties as assigned by Regional Project Manager

4. KNOWLEDGE AND EXPERIENCE REQUIRED

A. EDUCATION:

High school diploma or equivalent, some additional vocational training and professional knowledge of business discipline is required.

B. LICENSES OR CERTIFICATIONS REQUIRED:

None

C. RELATED WORK EXPERIENCE: [√]

[] None

[√] 4 - 6 years

[] 6 months to 1 year

[] 7 - 9 years

[] 1 - 3 years

[] 10 or more years

Describe the nature of the prior experience (*what type of work must the incumbent have been performing for the last x number of years? (i.e., analysis, industries, positions, typing, computer skills, etc.)*):

- Would have worked with popular work-processing and spreadsheet packages, i.e. Excel, Microsoft Word. Prior experience with Web-based Project Management software preferred.

D. OTHER CONSIDERATIONS (*communications, interpersonal skills, etc.*):

- Must be familiar with multi-family construction procedures. Must have excellent written and verbal communication skills. Must have excellent analytical skills. Must demonstrate managerial skills appropriate with this position.

APPROVALS:

TEAM LEADER

DATE

HUMAN RESOURCES

DATE

This is intended to describe the major requirements and the major duties which comprise the framework for this job. It is **not** to be construed as an exhaustive statement of all the duties, responsibilities or requirements. JPI Employment Services, LLC retains the discretion to add or change the job duties at any time.