Position: Assistant Project Manager

Reports to: Construction Manager

The Assistant Construction Manager leads, direct, and exercises functional authority over certain aspects of construction projects including planning, organizing, budgeting, and cost reporting; ensures that the goals and objectives of the department are accomplished on schedule and within budget, and that quality and safety standards are met; directs staff in successfully accomplishing goals and objectives.

Responsibilities:

- Reviews project contractual documents to gain an understanding of the project requirements (time frame, budget, safety, quality, staffing, materials and equipment requirements, necessary to complete the project within the required time frame.
- Develops and execution plan that outlines staffing, materials, equipment, subcontracting, and other services that are necessary to deliver the project on time and within budget.
- Coordinates with team to establish work plans and staffing for each phase of the project.
- Organizes and conducts meetings with department staff to communicate information related to each function's needed concerning project requirements.
- Develops and manages customer relationship and expectations, progress reports, communication, paperwork, meetings, etc.
- Leads project activities to ensure that the project is executed in accordance with the designs, budgets and schedules; takes appropriate action to minimize the impact of deviations.
- Monitors and oversees the efficient use of materials and equipment and the contractual performance of the project; confers with project staff to ensure the assigned duties and responsibilities are performed per agreed upon expectation.
- Monitors and oversees onsite activities, quality, productivity, progress, and safety of employees and subcontractors.
- Oversees financial aspects of contracts.
- Provided technical assistance and recommends construction methods and equipment.
- Anticipates potential roadblocks and develops solutions to prevent issue from arising; resolves any problems that may arise during project execution.
- Implements and monitors safety programs.