



Position Title: Associate Project Manager, Construction

SUMMARY:

The Associate Project Manager is a construction professional responsible for supporting the Project Manager, Senior Project Manager or Senior Superintendent in the performance of their duties. Primary responsibilities include the maintenance of all project correspondence and documentation; economic and timely project completion; and development of interpersonal and technical skills necessary for successful project management. On less complex projects, the Associate Project Manager may serve as the Project Manager responsible for coordinating the design and construction processes, including periodic supervisory review of schedules, project status, progress, and cost projections. This position reports to a designated leader in Preconstruction or Operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

PROJECT PURSUIT

- Prepare conceptual and detailed estimates for review with supervisor.
- Participate in client contract negotiations with Preconstruction or Project Manager.
- Participate in proposal writing process with Preconstruction Manager.

DESIGN / PRECONSTRUCTION

- Assist Preconstruction group in design coordination and attend design meetings.
- Assist Preconstruction group to ensure the design work of the architect, engineers and various design / build subcontractors is proceeding as scheduled and is in coordination with each other's design work.
- Assist Preconstruction group to ensure the design meets or exceeds the intent of the construction contract documents and/or lease, specifications, and Client's intent.

CONSTRUCTION MANAGEMENT

- Meet with the Project Manager and Superintendent to prepare a project execution plan.
- Review drawings, budgets, schedules, and other project-related matters with job site superintendent.
- Confer with supervisor while reviewing schedule, cost, and sales decisions when necessary.
- Share job cost responsibility through monitoring budgets and schedules, resolving problems, and reporting cost projections to supervisor on a monthly or more frequent basis.
- Negotiate owner change orders with Project Manager.
- Negotiate, write, and approve subcontracts and change orders for Project Manager's and/or subcontractors' signatures.
- Work with governmental agencies to aid project success or resolve job problems as needed.

POST CONSTRUCTION CLOSE-OUT AND FOLLOW-UP

- Secure all as-built drawings and product warranties from subcontractors to be included in the Owner's manual.
- Monitor punch-list and remedial work is expeditiously completed.
- Assist Project Manager or Superintendent at onsite inspection 11 months form date of turnover for the purpose of the one-year warranty period inspection. Author a detailed list of defiance in conjunction with the property manager and or owner, issue a list to subcontractors of non-compliant work, set forth the time period to repair, re-inspect for compliance and document the end of the warranty period in writing to the owner.
- Follow up with client/tenant after they have taken occupancy of the facility to guarantee satisfaction and completion of all punch list items.
- Assist Project Team on Post Project Critique on project after completion



MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Engineering (Structural or Civil), Architecture, Construction Management or related field
- Able to form strategic alliances and relationships with subcontractors
- Computer and analytical skills required – knowledge of Microsoft Office Suite and Microsoft Outlook
- Prior construction-project management related experience, preferably with time spent on commercial projects
- Design-build and jobsite experience preferred
- Knowledge of basic accounting, budgeting, and cost allocation procedures
- Solid problem-solving skills and the ability to work efficiently and independently
- Effective interpersonal, verbal and written communication skills
- Ability to travel as needed for projects
- Ability to multitask, prioritize and meet challenging deadlines
- Overall Company training:
 - Sage Estimating
 - Microsoft Project scheduling software
 - Procore project management software
 - Design management skills
 - Sage 300 construction cost accounting
- Ability to work productively with others, use available resources effectively, establish priorities, and demonstrate progress toward acquiring Project Manager skills and abilities.

DECEMBER 18, 2018