

**Job Title:** Assistant Project Manager

**Status:** Exempt

**Reports To:** Regional Manager of Construction Operations

**Date:** 2020



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At The Samuels Group, we recognize our employees are our most valuable resource. We are builders of structures and builders of long-lasting relationships. Our accomplishments must always be measured by a strong team of employees, their safety, and an unrivaled level of client satisfaction. We encourage and foster a work environment that embraces communication, respect and recognition. Within this environment, The Samuels Group employees flourish, taking projects to the next level. In addition to offering a history of quality, The Samuels Group provides a passionate, energetic, and dynamic supportive culture where employees can continue to grow.

***Position Summary:***

Assist the Project Manager in creating and managing the project budget and schedule, as well as the day to day execution for assigned projects including managing, coordinating, controlling, supervising all personnel including subcontractors to ensure the highest standards of ethical conduct. Decisions that impact cost implications are approved by the Project Manager.

***Principal Duties and Responsibilities:***

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

Business Development

- Generates schedules for proposed projects, in conjunction with field operations, that accurately reflect the project time to complete, and critical issues of the future project team.

Client Loyalty

- Understands and communicates owner's financial goals for the project.

Safety

- Ensures job safety requirements are communicated to all trade contractors. **Zero Injury.**
- Observes and reports safety hazards at the jobsite to the project Superintendent.

Planning

- Reviews the plans and specifications for constructability and cost feasibility, advising project team of issues and deficiencies.
- Assists with the trade contract bidding process to include preparation of bid packages, scope of work and list of contractors for bidding utilizing minority and woman trade contractors. Involved in the preparation of and review of the final estimate with project team.
- Notifies trade contractors of and enforces minority participation when required on project.
- Expedites project trade contractor/supplier buy out. Reviews bids to ensure that all items are included, exclusions are understood, and the bid is complete and conforms to the specifications before award. Works with Project Administrator on trade contractor/supplier log.
- Prepares scope of work matrix for all trade contractor/supplier contracts. Reviews the scope of work, schedule and performance expectations including workforce utilization goals prior to the award of the contract.
- Assists the Superintendent in preparing and updating the detailed construction schedule.

- Assists in reviewing closeout procedures with the Project Manager, Superintendent, owner and architect before trade contractor work starts. **Zero Punchlist.**

### Results

- Prepares, for review, project cost codes, budgets, cash flow reports and production units for the project.
- Reviews shop drawings, RFIs and ASIs (all change orders) for coordination and implementation of project requirements.
- Prepares letters of intent with trade contractors. Assists in managing the trade contract process and change issues.
- Helps to ensure a timely submittal process by reviewing project changes by the owner and trade contractors.
- Understands all the plans, specifications and details through the project duration.
- Attends weekly site progress meetings held with the owner, architect and key trade contractors.
- Prepares, for review, monthly pay applications to Owner. Collects, in accordance with the contract, invoiced project amounts due from the owner to achieve management of the project's cash flow.
- Assists in managing reviews and controlling project costs. Reviews, for approval, trade contractor/supplier payment applications. Assists in collecting supplier and trade contractor lien waivers to assure all payments are properly disbursed.
- Communicates field/office policies, instructions, and procedures to all project personnel including trade contractor personnel.
- Attends project estimate review, start-up, monthly interim, and close-out meetings. Generates minutes of meetings within one week of the meeting conclusion.
- Updates project logs (i.e., shop drawings, RFI, ASI, OCO, etc.) prior to every progress meeting.
- Assists the Superintendent in adhering to the schedule for early project closeout and final acceptance by the owner.
- Assists in preparing the final written analysis on project profitability, profit enhancers, profit busters and project problems for discussion in the closeout meeting and the permanent project records.
- Assists in preparing project cost report for inclusion into company historical database within a CSI format and breakdown established by company standards for project type.

### ***Additional Duties and Responsibilities:***

- Other duties as may be necessary to fulfill the responsibilities of this position.

### ***Work Relationships and Scope:***

Reports directly to the Project Manager–Construction. Close relationship with the project Superintendent, office support, trade contractors, prime contractors, architects, business development and marketing personnel. Indirect contact with owners/clients. Involves no supervisory functions, but requires the ability to work and coordinate with others.

### ***Knowledge, Skills, and Abilities:***

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The attributes listed below are representative of the knowledge, skill, and/or ability appropriate for the level of work performed.

- Bachelor's degree in Construction Management, Architecture, Engineering, trade school or equivalent training, with 0-3 years of experience preferably in the commercial construction industry.
- Field knowledge helpful
- Able to comprehend and communicate safety standards.
- Ability to recognize and achieve high quality construction standards.
- Ability to travel.
- Capability to communicate in a professional, courteous, diplomatic manner with all levels of management, external clients and potential clients is critical.

- Must be able to ask questions, listen to, receive and give verbal and written instructions and directions in a professional manner.
- Results-driven achiever with ability to attain goals and complete tasks.
- Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent projects.
- Innovative problem-solver who can generate workable solutions.
- Results oriented and proactive team player who excels at building trusting relationships with customers and colleagues.
- Excellent written and oral communication skills.
- Basic understanding of industry practices, processes, and standards is helpful.
- Proficiency in Microsoft Office.

***Working Conditions:***

In a typical 8-hour work day, employee will usually sit at least seven hours, stand at least a half hour and walk at least a half hour. Employee's job requires occasionally to bend/stoop and reach above shoulder. Employee's job frequently requires using hands for repetitive action such as simple grasping, manipulating and keyboarding. Work hours are generally during normal business hours. However, unscheduled evening and weekend work may be necessary to meet the needs of the organization. Out-of-town and overnight business travel may be required.

***Acknowledgement:***

This position description describes the general nature and level of work performed by the individual assigned to this position and should not be interpreted as all inclusive. It does not state or imply these are the only duties and responsibilities assigned to the position. The employee may be required to perform other job-related duties. All requirements are subject to change and to possible modification to reasonably accommodate individuals with a disability.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of The Samuels Group, Inc. Since no job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.