



Position: Assistant Project Manager

Last Revised: 10/15/2019

Major Areas of Accountability and Essential Job Duties:

1. Source and review plan specifications to determine what resources are needed to complete project. Resources include personnel, equipment, trucking, materials, etc.
2. Complete take-offs using plans and/or GPS modeling to measure material quantities and determine resource requirements.
3. Track and ensure completion of project paperwork including time cards, truck hauling sheets, packing slips, receipts, extra work orders, etc. Collaborate with Estimators/Project Managers to ensure accurate field reporting for cost analysis.
4. Develop cost tracking and analysis spreadsheets to be applied to material quantities and production costs.
5. Visit sites and complete resource utilization reports. Collaborate with Superintendent to determine best resource utilization across all Earthwork/Utility projects.
6. Complete private estimates & small material sales bids and requests for quotes (RFQ's). Visit sites to estimate resource requirements.

Minimum Qualifications:

Education/Training: Enrolled in or a recent graduate of a Bachelor's program in Construction Management or related field. Must be able to read plans and determine material, equipment, and labor requirements.

Drivers License: Currently possess a valid Drivers License - Class D (or equivalent) and pass a motor vehicle history check.

Communication: Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Must be able to communicate effectively and in a respective manner with crew members and management.

Mathematic Abilities: Knowledge of basic math skills, algebra, geometry, and their applications.

Reasoning Skills: The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Computer Skills: Experience with Microsoft Office products (Word, Excel) and e-mail applications (Gmail). Experience with bidding software (HCSS Suite) and GPS systems strongly preferred.

Critical Thinking Skills: The ability to tell when something is wrong or is likely to go wrong. The ability to form solutions to unexpected and expected problems.

Multitasking: The ability to manage several job tasks at the same time and delegate as necessary. Able to manage stress in an appropriate manner.

Physical Demands:

While performing the duties of the job, the employee is frequently required to sit at a desk for extended periods, with occasional walking and standing for extended periods. Employee is frequently required to use hands and fingers to operate write, type, use phones, and use measuring devices. The employee will be able to lift and/or move up to 30 pounds. Specific vision requirements include close vision, distance vision, depth perception, and the ability to adjust focus. The employee must also have a keen sense of balance.

Work Environment:

The employee works primarily in a climate-controlled office setting. Occasionally employee works in all-weather, outdoor construction settings with heavy machinery, uneven ground/footing, traffic, and loud noises. Travel is required.

Responsibility for the Work of Others:

Direct Supervision Over: N/A.

Indirect Supervision Over: Foremen.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The 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 job change.