



Assistant Project Manager

Job Summary:

The Assistant Project Manager role is an ideal position for a recent graduate of a two or four year program, seeking to grow in their career in construction management. At APPRO, our design build projects consist of commercial and industrial new facilities, as well as additions and remodel work. In this role, the Assistant PM will support the Senior Project Management team to complete the responsibilities outlined in this description, and may take on progressive responsibilities as this person learns and grows with our team.

Duties/Responsibilities:

(To assist the Project Management team with the following)

- Identifies and qualifies bidders for project scope, assists with obtaining bids
- Approves contracts and change orders
- Prepares work schedules and assignments
- Communicates and enforces safety procedures and site rules while on the jobsite
- Communicates directly with project team any schedule updates
- Develops a schedule and cost-effective plan for completion of an assigned project
- Directs the activities of subcontractors and vendors throughout the duration of the project
- Collaborates with other staff to create preconstruction estimates and budgets for materials and labor
- Coordinates and schedules the work activities of tradespeople, professionals, and laborers, communicating to the various tradespeople to deliver instructions and project assignments as appropriate
- Regularly inspects work for quality and timeliness; prepares and provides progress reports to owners and architects; makes recommendations for necessary modifications
- Collaborates with architect, engineer(s), and other pertinent stakeholders to ensure specifications, zoning requirements, and other regulations are met
- Ensures specifications and regulations outlined in architectural and engineering plans are followed
- Obtains required permits and licenses; executes construction contracts according to terms of agreement
- Monitors budget throughout the project and communicates variances as they occur.
- Maintains records related to costs and inventory
- Addresses any safety violations or other deficiencies
- Performs other related duties as assigned

Required Skills/Abilities:

- Good verbal and written communication skills.
- Proficient in Microsoft Excel, Word, Outlook, and Project (or other construction scheduling software); Bluebeam helpful
- Ability to oversee and coordinate a variety of people in different roles
- Extremely detail-oriented

Required Skills / Abilities – continued

- Ability to read, understand, and execute blueprints, drawings, and plans
- Thorough understanding of legal requirements relating to construction and building sites
- Thorough understanding of quality building practices
- Ability to quickly identify problems and efficiently solve them

Education and Experience:

- A minimum of a two year degree (or experience) in Construction, Construction Management, Construction Science, Construction Project Management, or similar

Physical Requirements:

- Must be able to access and navigate all areas of the construction site in all types of weather.
- Must be able to lift up to 40 pounds at times

Position Type/Expected Hours of Work

- This is a full-time, salaried, exempt position. Days and hours of typical work are Monday through Friday, and may vary, depending on work requirements between 6:30 a.m. and 5:00 p.m. Evening and weekend work may be required, as job duties demand.

Travel

- This position requires travel to project sites. Many of our projects are located in and around the Twin Cities metro area, with most in the south metro. Travel outside this area may be required, if the project requires.

Other Duties

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.