



## Job Description for Associate Project Manager

Department: Design/Build  
Reports To: Vice President of Design/Build Operations  
FLSA Status: Exempt  
Supervises: N/A  
Approved By: Justin Hartung  
Approved Date: February 1, 2018

### Summary of Responsibilities

The Associate Project Manager (APM) is responsible for ensuring that each project assigned achieves its goals for budget, aesthetics, scope and schedule through this individual's procurement and management of labor, materials and subcontractors. The APM also monitors the design team's work for conformance with project objectives.

### Essential Job Functions

- Assists in maintaining positive client relations throughout the project's design, construction and closeout cycles
- Reviews preliminary and final designs and shop drawings for construction feasibility, efficiency and conformance with project objectives
- Maintains subcontractor relations through the solicitation, evaluation, award, design, construction and closeout phases
- Provides sufficient oversight and support to the project superintendent to ensure that the project meets its goals and the company's standards for safety, quality, efficiency, and its corporate image. This may require on site management.
- Estimates, quotes and negotiates change orders with the client, subject to Senior Project Manager or supervisor's approval
- Coordinates/facilitates meetings as needed with client, design team, superintendents and service partners
- Manages project budget control, billing and close-out processes as well as project communications and documentation
- Assists in training of Superintendents and Co-op Interns as needed
- Assists Design Group in permitting processes as needed
- Cooperates with the Development Group on land planning issues associated with projects
- Participates in project management roundtable discussions
- May assist Senior Project Manager in sales efforts
- May assist Project Managers on large scale or complex projects
- Assists in development and maintenance of project schedule
- Assists in development and participation of project quality control plan

- Assists and maintains project documentation including meeting minutes, RFI's and drawing logs
- Other duties as assigned from time to time by the Senior Project Manager

*Employees may be asked to perform other tasks not listed in the essential job functions.*

## **Position Requirements**

- Ability to observe, visually and audibly, events at the jobsite(s)
- Good communication skills both written and verbal
- Provide a reliable vehicle for transportation between regional jobsites and to headquarters
- Ability to perform time sensitive tasks concurrently

## **Qualifications and Experience**

- Bachelor's Degree in Engineering or Construction Management or equivalent experience
- Minimum of 2 years experience with commercial and/or industrial construction projects including relevant student co-op experience
- Experience with computerized project management tools (i.e. scheduling, job cost, bid analysis software packages)
- Experience in a Design/Build environment helpful, but not required

## **Physical Demands**

Moderate physical effort required to sit, stand at files, bend, stoop, lift, walk and climb. Maximum unassisted lift is 70 lbs. Average lift is less than 10 lbs. Requires ability to use a keyboard and monitor. Also requires the ability to communicate verbally, both in person and on the telephone. May require some travel by car/truck.

## **Environmental Requirements**

Moderate to extreme outdoor conditions. Above average noise levels. Protective equipment is required.