

TITLE: PROJECT MANAGER ASSISTANT (PM Assistant) (I & II)

Immediate Supervisor: VP of Construction (or Project Manager appointed by VP of Construction)

FLSA Classification: Non-Exempt

Version: September 2024

Job Summary:

Responsible for providing support and collaborating on various aspects of construction projects from design to completion. Includes, but not limited to detailed plan review, permitting, estimating, bidding, subcontracting, scheduling, RFI's, submittals, billing, change orders, progress meetings, and closeout. Directly supporting Project Managers, Superintendents, Quality Control Manager, and the VP of Construction. Collaborate with outside project stakeholders, including architects, engineers, subcontractors, and clients.

Essential Functions:

1. Process, track, and distribute project submittals.
2. Process, track, and distribute project RFI's.
3. Ensure the distribution of contract documents to stakeholders are timely and accurate.
4. Support the mobilization and demobilization of each project site efficiently.
5. Support the project closeout process, to include training, commissioning, documentation, and turnover.
6. Understands the importance & impact of contract documents (drawings, addendums, RFI's, etc.).
7. Support Project Managers with the coordination & completion of punch list items.
8. Support Project Managers with cost-coding material receipts and invoices in a timely manner.
9. Support Project Managers with the billing process by ensuring subcontractors are submitting invoices timely.
10. Support Project Managers by creating/distributing meeting agendas and taking/distributing meeting minutes.
11. Support Superintendents with subcontractor coordination, material/equipment ordering, coding receipts, Method of Procedures, and updating/distributing schedules.
12. Support the Quality Control Manager with coordinating & scheduling the 3-Phases of Quality Control.
13. Support the estimating team when the company is pursuing large projects.
14. Ensure proper archiving of project documents.
15. Maintain a good working relationship with all employees and project stakeholders.
16. Manage & maintain in an organized manner, all paperwork (physically & digitally, as required), to include but not limited to: construction drawings, specifications, amendments, RFI's, submittals, daily reports, T&M tags, schedules, scope of work, and meeting agenda/minutes.
17. Support multiple projects simultaneously, according to experience, skill, and title position.
18. Ensure each project manager is kept abreast of all delays and outstanding items for their respective projects.
19. Depending on experience, growth, and future, act as project manager for smaller TI/Remodel projects.

TITLE: PROJECT MANAGER ASSISTANT (I & II)

Knowledge, Skills & Experience:

1. Bachelor's degree in construction management or 1-2 Years' experience as a PM Assistant or support role for general construction.
2. Building and construction knowledge of materials, methods, and the tools required for construction.
3. Ability to understand construction drawings and specifications.
4. Demonstrate professional written and verbal communication skills.
5. Proficient in Microsoft Office. Specifically, Excel, Project, Word, Outlook.
6. Strong planning, organizational, and analytical skills.
7. Ability to adjust to changes in schedule or tasks.
8. Federal contracting experience (preferred)
9. Knowledge of Infection Control Risk Assessment (ICRA) (preferred)
10. OSHPD / HCAI experience (preferred)
11. OSHA 10-Hour or 30-Hour Certification (preferred)
12. Possess, practice and continually improve our Corporate Values (**SPEAR – LV**), which are the set of ethics and principles that govern the Company's decisions and actions, which also serve as the foundation for the company culture and behaviors expected by all employees:
 - S**trong Work Ethic
 - P**rinciple Driven
 - E**xperience & Knowledge
 - A**ccountable
 - R**elationship Focused
 - L**ead by Example
 - V**isionary

Reporting Location/Schedule:

1. Corporate Office, M-F
2. Occasionally Job Walks and Job Site

Supervisory Responsibility:

1. None

Training and Certifications this position may require:

1. OSHA 30-Hour
2. Adult CPR/AED & First Aid
3. Construction Quality Management

Programs Utilized:

1. AutoDesk (Project Management Software Program)
2. MS Office (Excel, Word, Project, PowerPoint, Outlook)
3. On-Screen Takeoff
4. Bluebeam

Equipment Used:

1. Standard Office Equipment (Laptop, Desktop, Printer, Copier, etc.)
2. Company Vehicle (task dependent)

TITLE: PROJECT MANAGER ASSISTANT (I & II)

Equipment Used (cont'd):

3. Small tools & equipment as needed.
4. Required Personal Protective Equipment While at Jobsites: hard hats, eye protection, hearing protection (where required), safety-toe protective footwear and gloves as required by industry/construction safety standards or as deemed necessary by Company safety policy and procedure.

Travel Requirement:

1. Occasional travel to job sites, meetings, training events, and governmental agencies.

Physical Demands & Working Conditions:

1. Attendance and punctuality
2. The typical environment is in an office.
3. The constant physical demands of the position are sitting or standing at a desk for up to 8 hours.
4. The frequent physical demands of the position are limited.
5. The occasional physical demands of the position are lifting material up to 50 pounds.

Pay Scale:

Position	FLSA Status	Minimum	Midpoint	Maximum	Experience
PM ASSISTANT I	Non-Exempt	\$55,000.00	\$64,000.00	\$72,000.00	0-3 Yrs
PM ASSISTANT II	Non-Exempt	\$70,000.00	\$80,000.00	\$90,000.00	3+ Yrs

Assigned Position

Assigned by Printed Name

Assigned by Signature

Employee Acknowledgement:

I acknowledge that I have received and fully understand the Job Description and the Company's Corporate Core Values. I have been allowed to ask questions, have received answers, and fully understand the expectations of me, which I am qualified to perform.

If applicable, please list any accommodations that would be necessary to enable you to perform or comply with the essential functions or physical demands required of the position:

I understand the Company reserves the right to add, remove or reassign job duties to this Job Description, to combine job positions and revise this or any company Job Description at any time. I also understand that I am an at-will employee and this Job Description does not constitute a contract of employment, and I or the Company are free to end the employment relationship at any time, with no penalty being assessed to either party.

Employee Signature

Date

Employee Printed Name

