

DIRECTLY SUPERVISES: All field personnel

DIRECT REPORT: Project Manager/Director of Operations

RESPONSIBILITIES:

The Assistant Project Manager must have knowledge of the construction process from scope development to project closeout. They will assist the project team to ensure on-time and on-budget project execution while making quality and safety a priority.

PRIMARY RESPONSIBILITIES:

- Build strong relationships with clients/owners, architects, engineers, and subcontractors. Ensure they will want to renew the construction experience with Trident.
- Maintain a positive company image with clients, vendors, subcontractors, and team members.
- Set up and maintain project cost accounting.
- Assist in developing and maintaining the project schedule.
- Support the permitting, testing and inspection requirements of the project.
- Familiar with owner contract requirements and delivery methods.
- Negotiate subcontractor agreements and equipment/material purchase orders.
- Develop a Schedule of Values and generate monthly payment applications.
- Review and approve subcontractor pay applications and vendor invoices.
- Track and evaluate subcontractor change management.
- Facilitate subcontractor and owner coordination/progress meeting and document meeting minutes.
- Monitor the submittal, shop drawing, and purchase order process to insure accurate and timely delivery of equipment and materials.
- Assist with monitoring budgets, schedules, cost reports and job progress and review with the project team on a weekly basis.

- Visit jobsites on a regular basis to review job progress, production, quality of work and safety on the job.
- Manage startup and commissioning of facility, where applicable.
- Provide owner training to the end user and turn-over contract close-out deliverables.
- Manage project close-out for a successful turnover to the client.

TEAM MANAGEMENT & DEVELOPMENT:

- Assist the Superintendent with all tasks related to the job startup and mobilization and ensure clear delineation of managerial and administrative responsibilities within the project team.
- Collaborate cross-functionally with all departments and key functions.
- Able to maintain morale within a group and foster an environment of strong team spirit.
- Coach and mentor team members at varying levels and career stages to maximize each individual's growth. Train replacement to ensure personal development and advancement.

QUALIFICATIONS:

- Proven success in the completion of projects.
- Developing leader and team player with three plus years of experience in engineering, construction, or related field.
- Bachelor's degree in Civil Engineering, Mechanical Engineering, Construction Management, or other relevant degree.
- Excellent written and verbal communication skills.

TECHNICAL SKILLS:

- Computer-based CPM Scheduling Programs
- Construction Management Software (Procore Preferred)
- Microsoft Office Product