

JOB DESCRIPTION

Title: Assistant Project Manager
Department: Operations
Classification: Exempt
Reports to: Project Manager or Senior Project Manager

Job Summary

Assist the Project Manager and Superintendent in management and administration of the construction project and act as a resource for the Project Manager in running the day-to-day project operations from preconstruction through closeout. This includes assisting in the preconstruction phase activities such as constructability reviews, value engineering, estimating, budget control, prime contract negotiation, and preconstruction schedule management. In addition, assist in the construction phase activities such as project setup, risk management, document management, subcontractor buyout, schedule management, QA/QC management, change management, submittal and RFI management, financial reporting, and project closeout. Complete all other duties as assigned.

Technical Duties and Responsibilities

PRECONSTRUCTION	Assist in the estimating / budgeting process. Assist in constructability reviews throughout the design process. Help develop and manage the value engineering process. Assist in preparation of preliminary schedules. Assist in prime contract reviews. Assist in evaluating appropriate subcontractor bid lists and proposals.
PRIME CONTRACT KNOWLEDGE / ADHERENCE	Understand and assist with compliance of the important features of the prime contract.
COMPREHENDING DOCUMENTS	Maintain a working knowledge of all project details and specifications including all contract document revisions such as addenda and bulletins.
INFORMATION ORGANIZATION	Ensure all documents are readily accessible and neatly organized. Ensure project information is promptly filed for future access. Ensure construction is never affected due to unfiled, missing, or piles of paperwork.
CONTRACT DOCUMENTS	Ensure that Contract Documents are promptly transmitted to all new subcontractors. Clearly understand all documents that make up the "Contract Documents".

AGREEMENTS	For those trades that are assigned to you, ensure that scope descriptions are complete and well-coordinated. Timely award subcontracts so that there is no negative impact on the project schedule.
SAFETY	Assist in maintaining a safe project site and compliance with the Injury Illness Prevention Program (IIPP). Assist in ensuring that all Bernards safety procedures are being followed.
FINANCIAL MANAGEMENT	Assist in managing the project financial reporting process. Assist in ensuring the financial projections are accurate. Review B360 forecasting and reporting features including the origin of all data populating Key Performance Indicators (KPIs). Assist in efforts to maximize the project fee or minimize losses.
MEETING MANAGEMENT	If directed by your manager, attend all project meetings such as OAC meetings, staff meetings, safety meetings, pre-installation meetings, QA/QC meetings, foreman meetings, etc. Assist with ensuring that meeting minutes are maintained in accordance with our policy.
RISK MANAGEMENT	Assist in ensuring proper insurance is in place and that the project is in full compliance with all Bernards risk management policies. Ensure that all entities on-site are fully insured per Bernards corporate standards, with correct documentation in hand.
BIM	As directed by your manager, ensure the successful process of reviewing mechanical and electrical systems for compatibility with each other as well as other building components and space constraints. Ensure areas of conflict are identified and resolved prior to the commencement of construction. Ensure detailed notes and minutes are maintained to ensure continued momentum with the coordination process. Ensure errors are minimized in the coordination process so that the impacts from coring, x-raying, saw cutting or demolition of completed building elements do not occur or are mitigated.
QA/QC	Comply with the Bernards Quality Management Manual (QMM) outlining our quality policies, standards and procedures. Assist the team so that the project meets or exceed the quality standards of our customers. Assist the team in the creation of a project specific Quality Management Plan (QMP) that will be utilized on the project.
DIRECTORIES / FILES / REPORTS	Ensure that all project documents, files, and reports are current, filed and distributed in accordance with our policy.

AS-BUILT DRAWINGS	Ensure a clean set of Contract Documents has been established for recording as-built information. Ensure as-built entries are routinely made to the as-built drawings prior to backfilling or concealing of the work. Ensure the Owner / Architect / Inspector are in agreement with the accuracy and quality of the as-built documents. Ensure construction is never delayed due to missing or inaccurate information in the as-built drawings. Ensure the monthly progress payment is not affected by missing or inaccurate as-built information.
PERMITS	As directed by your manager, ensure all city, county and state permits are timely obtained and closed out after the work is completed.
DOCUMENT CONTROL	Ensure that all document control procedures are being followed. Ensure a working set of drawings and specifications are established at the jobsite. Ensure pre-bid addenda and all post-bid changes and clarifications are accurately and promptly identified in the working drawings. Ensure your understanding of the working drawings is superior to the subcontractors involved in the project. Ensure subcontractors are building from the most current information and the working drawings are organized, legible, and well-kept.
SCHEDULING	As directed by your manager, assist with the creation and updating of project schedules. Collaborate with the Superintendent(s) to develop and update accurate and detailed project schedules. Ensure that the project is not delayed and pursue any contract time extension and added / extended general conditions costs as applicable.
SUBMITTALS	At project start-up, ensure a list of all required submittals is prepared. Ensure that submittals are received, approved, and returned in a timely manner. Ensure the submittal log is updated. Ensure submittals are accurately reviewed for compliance with the Contract Documents. Ensure that submittal approvals are timely, in order to avoid materials or equipment arriving late.
PROCUREMENT LOG	Ensure the procurement log is developed and maintained to eliminate any project delays.
MONTHLY OWNER REPORTS	As applicable to the project requirements, assist in the creation of the monthly owner reports. Ensure thoroughness and accuracy of your reports so that the Owner can utilize your reports. Review your reports with the Owner to be sure of their comprehension. Submit reports on time.
REQUESTS FOR INFORMATION	Ensure that all RFI procedures are being followed. Ensure that RFIs are properly tracked, logged, and answered. Ensure that CORs are created where RFI response dictates.

CHANGE ORDER REQUESTS	Assist with the creation of CORs. Ensure that all COR procedures are being followed. Specifically, ensure that the pricing of CORs be submitted within two weeks of their occurrence and all prime contract stipulations followed.
NON-RECOVERABLE SCOPE CHANGES	Assist with ensuring that non-recoverable scope changes are mitigated and accurately forecast in financial reports.
ACCOUNTS RECEIVABLE	At the direction of your manager, assist in the creation of a schedule of values that is favorable to Bernards. Assist with ensuring that billings/invoicing are timely, funds are received per the contract requirements and cash flow is positive.
ACCOUNTS PAYABLE	At the direction of your manager, assist in the review, negotiation and approval of the initial subcontract schedule of values so that there will be sufficient monies in reserve to complete the work. Review and validate monthly payments for subcontractor pay applications and vendor invoices. Ensure compliance with all Bernards AP procedures.
FIELD MANAGEMENT	As directed by your manager, provide support for the project Superintendent as requested.
PUNCH LIST	Assist with the punch list process so that it is timely and it exceeds the Owner's expectations. Assist with ensuring that trade completion lists are completed six weeks prior to the formal punch list. Assist with the goal that the completion lists as well as the punch lists are completed in a timely fashion.
CLOSEOUT	Assist with completing closeout packages as directed. Assist with ensuring that final submittals from the subcontractors are received in a timely manner. Assist with ensuring that closeout packages are professionally bound, indexed and delivered on time.

Leadership Duties and Responsibilities

LEADERSHIP	Ability to lead and motivate a team to achieve project goals. Uphold excellent interpersonal skills including mentoring others and conflict resolution. Demonstrate the ability to collaborate, work well with others, and resolve issues with a win-win focus.
STAFF MANAGEMENT	Assist in managing and assigning staff duties to meet the needs of the project. Mentor less senior teammates on the project to help them work more effectively. Provide timely comprehensive feedback on performance for those reporting to you.

SUBORDINATE TRAINING / ASSIGNMENTS	Ensure your subordinates are growing in their performance of duties. Ensure they are motivated and maintain a constant workload.
DESIGN TEAM RELATIONS	Maintain successful, mutually beneficial working relationships with Architects and Engineers. Create confidence with the design team that challenges are being addressed in a timely professional manner. Maintain the goal of having the design team specifically request to work with you again on the next project.
SUBCONTRACTOR RELATIONS	Maintain successful, mutually beneficial working relationships with subcontractors. Create confidence with the subcontractors that challenges are being addressed in a timely professional manner. Maintain the goal of having subcontractors spread a good word about you and Bernards within the industry.
SUPERINTENDENT RELATIONS	Maintain successful, mutually beneficial working relationships with Superintendents. Consider the level of communication with your Superintendent. Consider the effectiveness of the working relationship with your Superintendent. Consider whether your Superintendent would like to be teamed with you on a future project.
ESTIMATING DEPARTMENT RELATIONS	Maintain successful, mutually beneficial working relationships with Estimators.
OTHER BERNARDS DEPARTMENT RELATIONS	Maintain successful, mutually beneficial working relationships with other Bernards department personnel such as Project Administrator, Contracts Administrator, Accounting, Risk Management, Scheduling, BIM, TIS, and HR.
PROPER USAGE OF MANAGEMENT	Timely inform your manager of significant issues. Resolve the majority of issues on your projects while leaving only the major issues for assistance. Prepare solutions to the challenge that is being faced.

Customer Service Duties and Responsibilities

CUSTOMER SERVICE SKILLS	Maintain a customer service mindset towards both internal and external customers. Maintain the core competences of customer service which includes empathy, attentiveness, positive language, patience, clarity in communication, continuous improvement, emotional intelligence, persuasion skills, and tenacity.
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SENSITIVE TO CUSTOMER NEEDS	As much as your position will allow, identify Customer needs (hot buttons) accurately. Consider items such as cost, schedule, quality, noise, unobtrusive to surroundings, etc. Make every effort to fulfill all Customer needs.
CUSTOMER PERCEPTION OF COMPETENCY	As much as your position will allow, evaluate if the Customer views your performance as poor, adequate, or superior to the norm of the industry. Maintain the goal to achieve an evaluation of superior in the industry.
VERBAL COMMUNICATIONS WITH CUSTOMER	At the direction of your manager, communicate openly and freely with our Customers. At the direction of your manager, make recommendations, ask questions, and offer ideas when the situation arises. Be approachable to the Customer.
SAVE CUSTOMER TIME AND MONEY	As much as your position will allow and at the direction of your manager, make suggestions or recommendations to the Customer. Through your efforts, strive to save the Customer money and/or time. Make it obvious to the Customer you are working in their best interest to save them time and/or money.
"BAD NEWS" DELIVERY AND REPAIR	Assist your manager in alerting the Customer of bad news without causing severe distress. Consult with the project team in order to come up with a plan prior to alerting the Customer of bad news.
PROPERLY NOTIFY CUSTOMER OF JOB STATUS	As much as your position will allow and at the direction of your manager, keep the Customer informed on what is really happening on the job (no surprises). Report challenges as well as successes.
DO MORE FOR THE CUSTOMER THAN EXPECTED	Ensure the Customer's perception is that they got more from you than was contractually expected. Go the extra mile with the Customer. Strive to have the Customer want to do the next project with Bernards because of your efforts.
CLOSEOUT AND "LETTER OF COMMENDATION "	In conjunction with your teammates, work hard to receive a letter of commendation for Bernards at the close of the project.

Personal Attributes, Knowledge, Skills and Abilities

KEEPING COMMITMENTS	Accomplish all your commitments made to our Customers and Bernards teammates. Make commitments without haste and with proper research. Maintain the trust and confidence of all those you interact with.
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RELIABILITY	Maintain predictable, consistent results and attendance.
TIME MANAGEMENT SKILLS	Administer effective time management skills by analyzing workload, assigning priorities, and maintaining focus on productive endeavors.
SENSE OF TIMING	Maintain a sense of urgency for all items on the project.
NEGOTIATING SKILLS	Conduct successful negotiations for subcontractors and the Owner.
PROACTIVE PROBLEM SOLVING	Maintain a proactive approach when addressing problems / challenges. Use preventive measures to minimize unproductive time spent reacting to issues or “firefighting” issues.
MARKETING & PRESENTATION SKILLS	Prepare and participate in project pursuit presentations.
PERSPECTIVE	Maintain your ability to keep focus on the important issues. Do not get bogged down by the numerous clutter of small issues. Consider the perspective of others.
TECHNICAL WRITING SKILLS	Ensure your written correspondence is clear and concise. Correspondence should convey the requested action and timing to the reader. Correspondence should not read as a "canned" letter that does not apply to the topic. Correspondence should convey the point without sounding like an unnecessary threat. Ensure grammar, spelling, and punctuation convey professionalism.
COMPUTER SKILLS	Maintain competency in the following software applications: B360, Microsoft Suite (Excel, Word, Outlook, PowerPoint), and P6 Scheduling.
CONSISTENCY	Maintain a steady performance day-in and day-out, week-in and week-out. Ensure you are perceived as able to consistently deliver positive results.
INITIATIVE	Maintain your ability to make things happen. Initiate action and follow through to results.
ORGANIZATION	Balance a multitude of tasks / issues. Maintain your work area efficiently to minimize redundant work. Ensure your work area is neat and organized. Pay attention to detail. Maintain a level of attention to detail appropriate to the task.
COMMUNICATION	Maintain clear and concise communication. Ensure that all personnel you interact with can understand you. Strive to be concise and to the point in your telephone and email communications.

TEAMWORK	Ensure others like working with you. Do whatever it takes to help your team. Offer advice and assistance to other teammates. Be sensitive to the workload of others.
VOLUNTEERING	Maintain active participation in Company improvement initiatives. Contribute ideas for improvement within or outside your normal job description. Volunteer with enthusiasm for such efforts.
ATTITUDE	Project a positive can-do attitude. Strive to be the teammate you would want to work with.
LOYALTY	Consider Bernards interest foremost in your decisions. Foster company loyalty with all personnel. Inform your manager if you suspect any activity that is adverse to the good of the company.
INTEGRITY	Demonstrate integrity in an honorable manner at all times. Maintain trust with those who work with you. Stand behind your "word". Keep your commitments. Support your team members and do not undermine them. Maintain confidentiality with others. Diffuse and do not pass on rumors.
VACATION	Take vacations to renew your spirit. Do not request vacation time at points that are critical to your team. Properly delegate your duties prior to your vacation. Provide sufficient advance notice of your vacation to coworkers and customers.
SELF MOTIVATION	Maintain the ability to generate enthusiasm for your work on a daily basis. Overcome the negative aspects of our business. Persevere during times of heavy stress.
PROFESSIONAL IMAGE	Consistently project a professional image with respect to your attire, dress, grooming, workspace, speech, grammar and written communication, including all forms of social media.
RESOURCEFULNESS	Strive to know where to get answers and do not let matters drop. Actively seek the advice of others. Be creative in your problem solving abilities.
WORK ETHIC	Maintain a strong work ethic and the ability to work effectively alone or in a team.
DEVELOPMENT OF SKILLS	Maintain an eagerness to accept new tasks and stretch assignments outside your job description that will further your professional development.

Preferred Education and Experience

- Bachelor of Science in Construction Management, Civil Engineering or Architectural Engineering preferred.
- Over 5 years of construction industry experience managing projects within our market segments and of our typical project sizes from start-up to completion.

Acknowledgement

I have read, understand and agree to the above job description. I understand that this job description can be revised at any time at the sole discretion of my Manager and that additional duties may be assigned.

Employee Name: _____

Employee Signature: _____ Date: _____

Manager Name: _____

Manager Signature: _____ Date: _____