



PERFORMANCE THE RIGHT WAY  
IS OUR ONLY AGENDA

### **Job Description**

**Job Title:** Commercial Mechanical Construction Assistant Project Manager

**Reports to:** Project Manager/Operations Manager

**Focus Areas:** Higher education, k-12, hospitals, hotels, government, other institutional campuses or facilities.

#### **Principal Duties and Responsibilities:**

1. Assist Project Managers in managing project costs, labor and subcontractors
2. Achieve safe, on-time and under-budget completion of projects

#### **Job Responsibilities**

1. Works with his project team to oversee the daily management, coordination, supervision and successful completion of projects.
2. Implement project budgets to ensure the project costs do not exceed the estimated expenses.
3. Research and compile information about licenses and permits required for a particular job. Obtain permits and licenses needed from state and/or local agencies when needed.
4. Review contract documents and/or project progress reports to provide recommendations to maintain or improve cost control, material handling and staffing needs.
5. Enforce safety policies along with federal and state regulations to assure the safety of all employees and company assets.

#### **Requirements**

- Bachelor's degree in Engineering or Project Management, or significant related experience in Construction Management.

#### **Knowledge, Skills and Abilities**

- Demonstrate knowledge in construction management principles, practices and methods, environmental regulations, engineering project management methods, workplace safety, budgeting, employee supervision and personnel management.
- Able to work well in a fast-paced environment. He or she should be competent in handling simultaneously occurring tasks and smaller projects.
- Have excellent written and oral communication skills.
- Possess analytical and mathematical skills, quick thinking, and a solid understanding of the main principles of engineering, construction, and architecture.