

Position Title: Assistant Project Manager
Supervisor: Project Manager
Company: Gribbins Insulation Company, Inc.
Date: October 28, 2011

General Purpose:

Assist project manager in responsibilities on jobsite. Help plan, direct, coordinate, or budget, in cooperation with project manager, estimator, and foremen.

Essential Duties and Responsibilities:

- Complete change orders and documentation timely and accurately.
- Assist in field personnel scheduling.
- Track production levels.
- Assist in the scheduling of project material and equipment deliveries.
- Assist in evaluation and solution of potential field problems, referring them to PM as needed.
- Provide technical information to company employees and subcontractors to ensure compliance with all engineering standards, codes, specifications, and design instructions.
- Assist in plan and spec analysis in order to provide clear, trackable, and coordinated interpretations of the design/drawings for construction.
- Research and recommend solutions to design document problems, including conflicts, interferences, and errors/omissions.
- Attend project coordination and owner/contractor meetings as required.
- Perform additional assignments and responsibilities as assumed or requested by supervision.

Desired Minimum Qualifications:

Education and Experience:

Bachelor's degree in construction or engineering field.

Experience working in construction field through onsite work and/or internship.

Necessary Knowledge, Skills, and Abilities:

Detail-oriented.

Excellent writing abilities.

Working knowledge of construction equipment and techniques, drawings and specifications, building materials, and required standards applicable to discipline.

Highly proficient with Office software, especially word and excel.

Ability to traverse unstable grounds on working jobsite in varied weather conditions.

Clean driving record; thorough knowledge of traffic laws and defensive driving.

Ability to establish and maintain effective relationships with clients, employees, and supervisors.

Ability to communicate effectively.

Ability to work independently.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.