

The Conlan Company

Job Description

Top National Warehouse/Distribution
Builder
\$1.8 Billion Annual Volume
35 Year Old Company



Assistant Project Manager

General Description:

The Assistant Project Manager reports to and is responsible to the Project Manager of the project. They are responsible for effectively assisting the Project Manager and Project Superintendent with the daily management, supervision, coordination, and successful completion of the project(s) to meet cost, schedule and quality objectives.

Responsibilities may include:

- Represent Conlan in a positive manner in all project meetings attended.
- Understand and assist in the implementation of project goals.
- Develop thorough working knowledge of all contracts, information, drawings, sketches, specifications, permits and other requirements pertaining to the project.
- Assist Project Manager in project planning, budgeting, and identification of resources needed.
- Expedite and ensure the on-time or early delivery of all project components and trades in the planned sequence to allow the Superintendent to efficiently complete the project on-time.
- Prepare, expedite, and monitor logs for tracking shop drawings, contract documents, and submittals, requests for information, change orders, material delivery logs and other as determined necessary for a successful project.
- Execute timely and thorough approval of all submittals from suppliers and subcontractors.
- Prepare subcontracts, purchase orders and any subsequent change orders as directed by the Project Manager.
- Prepare Owner Change Order Requests and Logs as directed by the Project Manager.
- Perform project accounting functions as directed by the Project Manager including reviewing the budget, tracking of project expenses and minimizing exposure to risk on the project.
- Work cohesively with the Project Superintendent and assist them in any way necessary to allow them to successfully complete the project.
- Perform inspection of construction sites as directed by the Project Manager.
- Support maintenance of a complete and accurate set of as-built documents.
- Monitor and evaluate construction progress and trade performance and report to Project Manager and Superintendent.
- Immediately communicate any jobsite crisis to the Project Manager and/or Project Superintendent.
- Provide technical assistance research to the project team.
- Oversee and execute as needed all steps for a timely project close-out.
- Collaborate with Project Manager, subcontractors and vendors to review the requirements of the project.
- Communicate effectively with the subcontractors responsible for completing various phases of the project.
- Maintain strict adherence to the budgetary guidelines, quality and safety standards.
- Maintain a positive working relationship with Owners, Architects/Engineers, Subcontractors and the Conlan Team.
- Must be committed to contributing to a culture of SAFETY!!
- Other project related duties as assigned by the Project Manager.

Physical Demands:

- Capable of driving long distances to visit project sites and is capable of walking project sites, including the demands of ladders, uneven terrain, and other outdoor challenges of weather.
- Ability to work extended hours as required by project related responsibilities.
- Relocation for out of town projects, if required.
- Transportation to and from jobsites.
- Meet Vision Standard: Ability to see 20/40 with both eyes together, with or without corrective lenses.

Environmental/Working Conditions:

- 25% field office and site environment.
- 75% office environment.
- Jobsite will involve exposure to varying noise and dust levels.

Minimum Requirements:

- College degree in Building Construction, Civil Engineering or related field.
- Minimum 2-3 years related experience with a General Contractor in the construction of Commercial Industrial Facilities.
- Excellent knowledge of design and construction matters.
- Excellent technical skills; understanding of computer software, hardware.
- Excellent organizational and communication skills.
- Proficient in Microsoft Word, Excel, Project, Bluebeam, Procore and Outlook.
- Proficient in plan take-off.
- Ability to work independently or within group dynamic.
- Be able to follow direction.
- Travel as required.
- Must be self-motivated and TEAM PLAYER!!