

# Assistant Construction Project Manager

## Summary/Objective

The Assistant Project Manager is responsible for managing construction projects within Harwood Construction Management Services and its related entities. The Assistant Project Manager has proven construction administration experience in high-end luxury multi-family projects, corporate office, and mixed use developments. The primary duties will be assisting the Senior Project Manager in executing the construction phase.

## Classification

Exempt/Salaried

## Essential Functions

### *Job Functions*

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Manager overall construction of a project from the pre-construction phase to completion
- Risk Management – Address and resolve all issues that may arise during course of the project
- Schedule and coordinate constructability review meetings with GC and Harwood Design Factory team
- Develop scope of work and sub-bid packages
- Assist project team with buy-out of critical trades
- Overall responsibility for construction budget, pay application review and approval
- Track all RFI's, change orders, change order requests, submittals, schedule, etc
- Direct interaction and coordination of project cost with Harwood Construction Team and Harwood Design Factory team
- Ability to prepare project reports and reviews
- Ability to analyze and interpret construction project documents
- Software competency: Microsoft Project, Microsoft Excel, Primavera, Outlook, Auto Cad
- Construction plan review

### *Competencies*

- Sense of Urgency
- Productivity
- Personal Organization
- Communication
- Problem Solving/Analysis
- Decision Making/Judgment
- Teamwork

***Additional Eligibility Qualifications***

Proficient in MS Office with the ability to learn new applications independently.

***Supervisory Responsibility***

None

***Work Environment***

This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

***Position Type and Expected Hours of Work***

This is a full-time position; typical work hours and days are Monday through Friday, 8:30 a.m. to 5:30 p.m. May be some flexibility in hours is allowed.

***Required/Preferred Education & Experience***

- 5 years of experience
- Bachelor Degree
- Experience having worked with notable GC
- Experience in construction management on behalf of Owner (“Owner’s Rep”)
- Experience in mid to high rise residential and/or commercial building

***Work Authorization/Clearance***

Offers of employment are contingent upon satisfactorily passing the pre-hire background screening and will also take into account the results of any reference checks, behavioral interview results, and/or pre-hire tests or profiles.

***AAP/EEO Statement***

Harwood is committed to equal employment opportunity and will not discriminate against Associates or applicants in any terms and conditions of employment on the basis of any legally-recognized basis (protected classes) included but not limited to: age, race, color, religion, genetic information, sex, national origin, disability, ancestry, creed, marital status, sexual orientation, or any other protected class under federal, state or local law. This non-discrimination policy extends to all terms, conditions and privileges of employment as well as the use of all Company facilities, participation in all Company-sponsored activities, and all employment actions, such as promotions, compensation, training, benefits and termination of employment.

***Other Duties***

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, schedules, work hours, responsibilities and other work activities may change at any time with or without notice.

***Signatures***

This job description has been approved by all levels of management:

Manager\_\_\_\_\_

HR\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_