



Assistant Project Manager Job Description

Reports to: Project Manager, Senior Project Manager

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ABOUT THE COMPANY

Since 1987, TEEL Construction, Inc. has provided general contracting and construction management services to Virginia, Maryland, Washington D.C., and beyond. Our construction projects have allowed our customers to experience TEEL's commitment to the highest-quality of construction. This commitment, complete with integrity, dependability and excellence in service, provide a foundation on which relationships are built.

POSITION PURPOSE:

The TEEL Construction, Inc. Assistant Project Manager [APM] is the person charged with aiding the Project Manager [PM] or Senior Project Manager [SPM] with the overall execution of the project. The APM is required to be involved with the estimation and planning of the project, the execution and administration of the project and is the secondary point-of-contact with the Owner.

BASIC RESPONSIBILITIES:

- The APM shall assist the PM or SPM with exercising proper supervision and management techniques over all staff, projects and tasks assigned with respect to marketing, scheduling, estimating, bidding, contract negotiation, cost control and project administration – both the implementation and completion of these tasks.
- The APM shall provide strong leadership to the project team (superintendents, administrative staff, etc.) subcontractors, suppliers, and other team members.
- The APM is responsible for supporting all activities associated with his/her projects including returning an acceptable project profit to the company.
- The APM shall assist all team members in planning, implementing, and coordinating activities to provide for the timely and economical completion of projects with high quality, good relationships and maximum profit.
- Since the APM is required to support several projects at a time and is not physically present at the jobsite every day, the APM must work hand-in-hand with the PM or SPM and project superintendent to achieve these goals.
- The importance of a positive and team-oriented relationship between the APM and the PM/ Superintendent cannot be over emphasized.
- First and foremost, the APM must ensure that the PM and Superintendent has all information and resources necessary to carry out the project. The Assistant Project Manager's first responsibility is to keep his or her superintendent equipped and motivated to carry out his or her responsibilities. Generally, the needs of the Superintendent are



information and communication. If the APM performs well here, the goals almost automatically fall into place.

Specifically, the Assistant Project Manager is required to be proficient at and accountable for the following:

- Communication – The APM must maintain clear and effective communication with the PM and other team members on each project.
- The client's perception of how well TEEL performed is based on the Assistant Project Manager's ability to communicate and the perception by the client that the project team operated the project efficiently and economically.
- APM shall conduct weekly project meetings and issue meeting minutes. Assist PM in conducting weekly in-house team meetings (as necessary) to keep team members informed and project on track.
- Ensure subcontractors have complete set of working documents; communicate overall schedule (project commencement and completion) to superintendent and subcontractors.
- Integrity/Professionalism – The Assistant Project Manager should represent to all persons a high level of integrity, morality, pride, enthusiasm, professionalism and confidence that encourages the highest level of performance with all he/she comes in contact with.
- The Assistant Project Manager shall maintain strict confidentiality of all information associated with the company and project activity.
- Estimating, bidding and pricing. This will include conceptual estimates, negotiated and hard bid projects (including completing take offs) – from complete project bids to miscellaneous pricing exercises. Receives and reviews feedback from the executive management to help develop pricing strategy.
- Reviews and discusses pricing bids with executive management prior to submitting bids.
- Project schedule from inception to completion. Control and coordination is the APM's responsibility and shall be performed in conjunction with the PM and Superintendent and subcontractors to ensure commitments made on each project are fully achievable, realistic and completed.
- Relationships - Cultivate and maintain good relations with clients, Owners, architects, engineers, subcontractors, suppliers, municipal authorities and other TEEL personnel with whom the APM will interface.
- Administration – Assist PM in the processing of project paperwork between PM or SPM and the owner & architect (Submittals, RFI's, Change Orders, Meeting Minutes, etc.)
- Project Start-up and Closeout – Provides a comprehensive and complete project start up and closeout package. Conducts walk through upon project completion with PM, clients, superintendent and any other necessary personnel.
- Assist in preparation of punch list and facilitates the completion of items therein, in a timely manner. Submits in accordance with contract terms and conditions all closeout documents (i.e. Warranties, as-built drawings, air balance reports, lien releases, etc....)
- Tracks final payment and lien rights (along with administrative/ accounting team).

KNOWLEDGE/EDUCATION/SKILLS/ABILITIES REQUIRED



- Bachelor's Degree in a relevant field
- A minimum of 2 years of Construction Experience

WORKING CONDITIONS

This position requires frequent field visits, 20% field and 80% office or as necessary.

This description is a summary and not an exhaustive attempt at covering every activity and task of the job. The incumbent should be able to react to change productively and to handle other tasks and responsibilities as assigned.