



## ***Job Description***

**Position Title: Assistant Project Manager**

**Reports to: Project Manager or Sr Project Manager**

### **Position Summary:**

This position assists the Project Managers and Superintendents as needed while trying to improve processes and take the initiative to provide as much support as possible.

### **Essential Functions/Position Responsibilities:**

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

- Safety – Ensure the projects are always operating in a safe manner. Be proactive to avoid any unsafe conditions to prevent accidents from happening.
- Estimates – Accurately record take off quantities and insert them into our master estimates.
- Review shop drawings and submittals. Ensure they meet architectural drawings and specifications with a cover sheet to identify the specification section and post them on Procore.
- Keep all drawings and specifications up to date and posted on Procore for subcontractors and all parties involved, including sketches, RFI's, etc.
- Schedules – Develop a 6 to 8 week look ahead schedule that can be refined and broken out in the Superintendents schedule. Assist the Superintendents with their 3 to 4 week look ahead schedule.
- Keep subcontractors on track and on time – reach out to subcontractors to make them aware of when they need to be onsite and confirming their delivery timeframes for materials
- Quality Control – Develop punch lists prior to subcontractors completing their work and leave the project to ensure the work is per drawings and specifications and done in a good workmanship manner.
- Continuous communication with subcontractors, superintendents regarding schedules as well as any critical issues that need to be resolved.
- To maintain a positive attitude, bringing the team closer together to accomplish the work.



### **Supervisory Responsibilities**

This position has no supervisory responsibilities.

### **Hiring Requirements/Preferences**

- College Degree required
- One year of field experience preferred
- Proficiency in MS Office with expertise in Microsoft Word, PowerPoint and Excel
- Experience with Procore and HH2 software preferred
- Ability to analyze and revise internal processes to improve efficiency
- Detail oriented
- Exceptional communication skills
- Strong organization skills and dedication to completing projects in a timely manner
- Excellent time management skills and ability to multi-task and prioritize work

### **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, responsibilities and activities may change at any time with or without notice.

***HP Cummings is an AA/EOE***



**ESTIMATE OF PHYSICAL REQUIREMENTS**

**Job Title: Assistant Project Manager**

PHYSICAL EFFORT	RARELY (15%)	OCCASIONAL (15% - 40%)	FREQUENT (40% - 70%)	CONTINUOUS (Over 70%)
Lifting under 40 lbs.		X		
Lifting over 40 lbs.	X			
Dusty Environment			X	
Using Oil or Chemicals*	X			
Standing			X	
Climbing Ladders	X			
Climbing Stairs		X	X	
Sedentary Work**		X		
Outside Work	X			
Precision Type Work	X			
Typing			X	
Computer Input			X	
Stooping	X			
Driving			X	
Walking			X	
Answering Phone		X		
Bending		X		
Reaching/Pulling/Pushing		X		
Acuity, Far – Clarity of vision at 20 feet or more.			X	
Acuity, Near – Clarity of vision at 20 inches or less.			X	
Depth Perception – Three-dimensional vision. Ability to judge distance and space relationships.			X	
Field of Vision – Area that can be seen up and down or to right or left while fixed on a point.			X	
Accommodation – Adjustment of eye to bring object into sharp focus- Important for near point work.	X			
Color Vision – Ability to identify and distinguish colors.		X		

Special Comments: Employee should plan on working onsite or in the office depending on project assigned at any given time.