



Assistant Project Manager

POSITION SUMMARY

The responsibility of this role is to work with the Construction Operations team to assist in the execution and management of residential construction along with supporting and working with field carpentry crews.

ESSENTIAL RESPONSIBILITIES

Administration

- Work with Accounting team to ensure all project trade partners have up-to-date insurance on file and W9 forms.
- Prepare proper closeout documentation for client upon completion of projects.
- Assist in the maintenance of general company directories and project directories.

Project Management

- Attend client meetings and draft meeting agendas and/or minutes for external distribution.
- Assist in the estimating process by performing takeoffs, preparing project control budget, importing data to Procore.
- Assist in obtaining pricing from vendors and subcontractors, ensure that pricing coincides with project scope and budget.
- Assist the Accounting team to ensure all incurred costs are coded appropriately against the project budget.
- Aid in the management of all RFI and submittals.
- Identify and help in the process of procurement of all long lead-time items to ensure adherence to project schedule.
- Assist in the development of project schedules, schedule updates, and 3-week look-ahead schedules.
- Assist in subcontractor and owner change management processes.
- Continue our reputation of exceptional customer service by providing responsive, timely, professional service and support for customers, employees, and vendors.
- Perform miscellaneous duties as needed.

Site Management and Safety Compliance

- Help mobilize Windhill field personnel to jobsite, including delivery and set-up of field office materials and equipment. Including but not limited to site set-up, clean-up, breakdown and maintenance of job site during construction.
- Maintain a clean and safe jobsite environment at all times. This includes assisting in the organization of materials on-site as well as promoting an environment of accountability with trade partners.
- Inspect completed work to ensure adherence to contract documents and product installation specifications.
- Promote and foster a safety-focused work environment through the prompt addressing of safety issues, continuous monitoring of safety standards, and coordination of site safety meetings and activities as needed.
- Develop, maintain, and coordinate any and all punch list and warranty work.
- Assist in the documentation of all work performed on site, including photos, Daily Reports, etc.

- Organize, update, and maintain all relevant Construction Documents, including drawings, as-builts, shop drawings, product specifications, etc.
- Aid in the receiving of all product deliveries and ensure quality and condition of all materials.
- Coordinate and direct trade partners to facilitate appropriate sequencing, manpower, and completion of work.
- Aid in the coordination of all required inspections.

QUALIFICATIONS

- High School diploma or equivalent required. Bachelor's degree from an accredited college or university preferred.
- Knowledge of Commercial/Residential construction standards, means & methods and costs.
- Proficient in Microsoft Office Suite (including Microsoft Project or other scheduling software), Procore, and Bluebeam Revu.
- Demonstrated ability to estimate; schedule; budget; manage costs and build effective relationships.
- Ability to adapt to changing conditions, creatively solve problems, maintain construction schedules and, overall, improve the quality of completed project.
- At least 2-3 years of carpentry experience from frame to finish.
- Knowledge of building codes as it relates to the residential construction and general understanding of mechanicals systems - plumbing, electrical and HVAC.
- Physically able to stand, walk, climb ladders or staging up to forty feet and lift fifty - eighty pounds.
- OSHA 30 and Construction Supervisor's License preferred.
- Core Competencies:
 - Attention to Detail - Successfully manages many small tasks / projects with an eye for follow-up.
 - Organization - Strong organization and planning skills
 - Time Management - Able to multi-task and prioritize work and to complete tasks in a changing environment.
 - Personal Energy - Exhibits passion for their work. Possesses a consistent positive and upbeat attitude.
 - Autonomous / Self-directed - Works efficiently and achieves results with little or no supervision.
 - Technology Focus - Ability to quickly learn multiple software programs that interface with business operations.
 - Communication - Excellent written and verbal communication skills
 - Problem Solver - Ability to resolve conflict with tact and diplomacy.