

**Title**

Assistant Project Manager  
H.W. Houston Construction, LLC

**Classification**

Exempt

**Reports to**

Project Manager

**Date**

March 2022

**Job Description**

Summary/Objective: An Assistant Project Manager supports the Project Manager in the overall management of the established project objectives and policies; maintains communication with the client, contractors, and subcontractors; and monitors construction and financial activities of the project.

This position will report to a Project Manager and will have duties and responsibilities across multiple groups within the organization.

**Essential Functions**

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

An Assistant Project Manager (APM) will be responsible for assisting Project Managers (PMs) in coordinating activities of a project to ensure cost, schedule, document control and quality standards are achieved.

- Serve as a leader of safety on the jobsite by holding craft and subcontractors accountable, modeling desired behavior, attending safety activities and routines, conducting safety audits, assisting with management of the hazard recognition process, and clearly communicating safety expectations to the project team. Assist with developing a housekeeping plan for the project. Review and communicate plan weekly with subcontractors. Partner with the Environmental Health and Safety (EHS) team to assess and report on housekeeping in weekly audits.
- Partner with the PM to lead, manage and develop Project Engineers (PEs). Identify areas for development and additional experience to fill professional gaps. Provide constructive coaching and feedback related to performance issues and assist with delivery of performance reviews. Delegate tasks appropriately for purposeful development. Ensure Interns have a positive experience and are supported appropriately.
- Manage, support, and supplement the Request for Clarification (RFC) and submittal process.
- Support with development of subcontracts and bid packages for buyout. Create subcontract drafts for review and approval by PM/Preconstruction Manager. Support and assist with the buyout process and participate with the development of the Guaranteed Maximum Price (GMP) or other delivery methods, as requested. Assist with development of instructions to bidders (scope of work) and with presentation of cost/bids to the owner.
- Support the Project Startup/Kick-Off Plan. Clearly communicate project needs from all internal departments including Virtual Design and Construction (VDC)/Building Information Modeling (BIM), Logistics, EHS, Sustainability, Risk, Accounting, and Human Resources. Support with establishing relationship goals with owners/architects, subcontractors, and the design team.
- Facilitate Owner/Architect/Contractor (OAC) meetings as requested.
- Support the Superintendents as needed with the material procurement process and with scheduling, to include assisting PEs with keeping subcontractors on schedule and accountable for their scope of work and escalating issues to the PM when appropriate.
- Assist with managing the pay application process. Ensure timely receipt of subcontractor/vendor applications for payment and that all cost for pay period aligns with project schedule and revenue projections.
- Assist with and/or own cost control practices. Support the completion of monthly project status reports. Identify areas of additional profitability for the company. Review and manage change directives and issue the subcontractor change orders. Perform job cost adjustments for budget changes. Manage the material

invoice process to ensure timely payment. Serve as an overall subject matter expert in presenting and communicating changes to the owner/architect.

- Participate in margin meetings by serving as a resource and contributing during meetings, assisting with deliverables for margin meetings, and preparing cost projections.
- Assist and/or manage financial components of self-perform work.
- Continuously build and manage long-term subcontractor relationships. Resolve conflicts and remove roadblocks; escalate to the PM as needed. Encourage a workplace to support two-way dialogue. Communicate issues and information timely.
- Build and nurture relationships with the project team to include all stakeholders.
- Support risk management practices and assist with identifying job-site specific high-risk activities for mitigation.
- Assist with implementation of quality standards and support development of the project Quality Control plan.
- Attend and participate in appropriate project meetings.
- Support corporate initiatives by implementing practices on the job site to reduce waste, reduce cost, and improve productivity.
- Lead the closeout process during the design and construction phases. Communicate and seek to align client expectations to this process.
- Actively seek career and professional growth. Attend company and/or industry training offerings. Set performance and learning goals during performance reviews. Actively seek additional development, as appropriate. Demonstrate a willingness to receive and apply coaching and feedback.
- Represent the H.W Houston brand, ethics, and values on the jobsite. Model desired professionalism, conduct, and behaviors. Serve as an example of safety on the job. Foster collaboration and teamwork. Take initiative and responsibility for work quality.

### **Competencies**

- Communication – Written and Verbal
- Planning / Organizing
- Attention to Detail
- Deliver with Excellence / Quality Management
- Problem Solving and Balanced Decision Making
- Analytical / Data-Driven Mindset
- Cost / Production Management
- Contractual Relationships
- Relationship Building
- Coaching
- Driving Teamwork / Collaboration
- Ensuring Accountability

### **Knowledge and Skill Requirements**

- Abstract and concrete reasoning skills
- Skilled at receiving and carrying out assignments with minimal supervision
- Prioritization skills
- Discretion and confidentiality skills
- Critical thinking skills
- Meeting facilitation and management skills
- Data analytics skills
- Strong knowledge of Microsoft Office Suite (Word, Excel, Outlook)
- Knowledge of scheduling
- Knowledge of change orders
- Skilled in reading and interpreting contracts
- Knowledge of various scopes of construction work
- Knowledge of project documentation requirements
- Skilled in mentoring others
- Skilled in supervising, assigning, and monitoring work; quality oversight
- Skilled with client relationships/customer service
- Skilled with team building
- Knowledgeable about ensuring profitability

### **Supervisory Responsibility**

None

### **Work Environment**

This job operates in a professional office environment as well as in a construction work site environment. This role routinely uses standard office equipment and works inside with others. Work may require occasional weekend and evening work.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to speak, hear, and use eye/hand coordination. The employee frequently is required to stand; sit; walk; use motor skills and manual dexterity; reach with hands and arms; and lift or carry up to 50 lbs. The employee must frequently be able to work effectively in a construction job site environment, including but not limited to working outside; working alone; excessive heat/cold; noise/vibrations; walking on uneven surfaces; and working with standard office equipment. The employee is occasionally required to climb stairs or ladders; balance, stoop, kneel, crouch, or crawl; work in excessive dampness, near chemicals or solvents, or near fumes/smoke/gases; or work around or operate moving equipment/machinery. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Position Type/Expected Hours of Work**

Full time. Work may necessitate a flexible schedule and/or extended hours when required by project schedule.

### **Travel**

Ability to travel or accept full-time assignments to any location where H.W. Houston conducts business. Ability to travel to multiple locations or job sites daily or weekly as needed.

### **Required Education and Experience**

- High School Diploma or equivalent
- Previous experience with a general contractor/construction manager on commercial building projects
- Previous experience as a Sr. Project Engineer or equivalent

### **Preferred Education and Experience**

- Bachelor's Degree in Construction or Civil Engineering, Construction Management, Architectural Engineering, or equivalent
- Valid Driver's License and ability to obtain company approved driver designation
- Experience with Textura or other construction invoicing software
- Experience with Prolog or other construction management software
- Experience developing and delivering presentations
- Experience using Rental Results or similar equipment ordering software
- Experience using eCMS or other construction accounting software
- Experience leading a team
- Lean Construction experience
- OSHA10 training completion
- Experience recognizing building code requirements

### **AAP/EEO Statement**

H.W. Houston is an equal opportunity employer.

### **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.