

---

## **ASSISTANT PROJECT MANAGER**

### **Purpose:**

The Assistant Project Manager is responsible for assisting Project Managers and/or Site Superintendents in coordinating the activities of a project to ensure cost, schedule, document control and quality standards are met. Under the direction of the Project Manager, the Assistant Project Manager is expected to take on any/all tasks in order to develop the skills and competencies required to coordinate projects in the absence of the Project Manager.

### **Reports to:**

Lead Project Manager (Department Head)

### **Responsibilities:**

- Assists the Project Manager in all phases and aspects of the project.
- Communicates with field staff.
- Follows the company's best practices.
- Ensures that proper agreements are in place prior to the beginning of the project.
- Reviews contractual documentation and becomes familiar with project deliverables, terms & conditions.
- Assists the Project Manager in the development of the overall project schedule.
- Ability to review drawings and specifications to become familiar with the project and identify critical path items.
- Works with Project Manager to schedule subcontractors and assist with any change orders.
- Ensures contracts, certificates of insurance and W9's are current and received before subcontractor performs any work on-site.
- Follows up on collection of all non-received documents and escalates any issues to the Project Manager.
- Attends weekly project meetings.
- Produces project Health Reports, approves timecards, provides installation manuals, training, and safety documentation.
- Monitors working hours, plans and expenditures (i.e. Job Cost Projections).
- Assists with payroll, certified payroll and union contracts.
- Assesses project risks and issues and provides solutions where applicable.
- Collects subcontractor changes for review by the Project Manager.
- Develops and delivers project closeout documents and obtains customer approval.
- Assembles project close-out documents, including training, warranty, redlines and maintenance manuals.
- Acts as the point of contact and communicates project status to all participants.
- Assist the Project Manager in preparing monthly progress billings for submission to the Owner and monitor owner response to ensure timely receipt of payments and satisfactory cash flow for the project.

### **Knowledge, Skills & Abilities:**

- Excellent organizational and time-management skills.
- Ability to grow client relations.
- Outstanding written and verbal communication and negotiation skills.
- Ability to read blueprints.
- Ability to work independently with minimal managerial supervision.
- Demonstrates effective relationship building within the project team and throughout the project lifecycle.
- Attention to detail and problem-solving skills.
- A creative mind with the ability to suggest improvements.



- Proficient in the use of Microsoft Word, Excel, Outlook.
- Other duties as required to ensure success of assigned projects.
- Other duties and responsibilities as assigned.

**Signatures:**

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

Employee: \_\_\_\_\_

*This position description is not intended to be complete or all-inclusive and does not preclude management from assigning other or related functions.*

*Everything Ice, Inc. is an Equal Opportunity Employer. This company does not and will not discriminate in employment and personnel practices on the basis of race, sex, age, handicap, religion, national origin or any other basis prohibited by applicable law. Hiring, transferring and promotion practices are performed without regard to the above listed items.*