



EMPLOYEE:	JOB TITLE: Assistant Project Manager	REPORTS TO:
PROPERTY:	EFFECTIVE DATE:	STATUS: EXEMPT

POSITION OBJECTIVE:

Responsible for planning and overseeing the building process of various construction projects from start to finish. Duties include building and staying within a budget, retrieving necessary permits to construct in certain communities and communicating the goals for the projects to the subcontractors and construction workers.

GENERAL DESCRIPTION-ESSENTIAL FUNCTIONS (KEY JOB RESPONSIBILITIES AND ACTIVITIES)

- Contributes to the planning, coordination, management, and development of construction projects.
- Obtains Permits, Licenses, and other documentation from appropriate authorities.
- Complete any tasks assigned by the President and Project Manager in an efficient and timely manner.
- Familiar with contract documents, drawings, and specifications.
- Keeps President and Project Manager informed of weekly changes and necessities.
- Work directly with President, Project Manager and Superintendents to help implement project goals.
- Oversee variable aspects of projects and provide direct assistance to ensure timely project execution.
- Liaise with Project Lead and Field Supervisor to maintain project schedule and efficacy.
- Research information to support other teams and departments as needed.
- Assist with procuring materials and other items necessary for completing project goals.
- Oversees material purchasing, deliveries, and verify quantities.
- Creates final project schedule as requested by President and Project Manager.
- Maintains a positive relationship with Vendors and Ownership.
- Promotes safety on the projects and monitors subcontractors' work is in compliance with any codes and specific ADA requirements as needed.
- Assists with pre-construction inspections.
- Keeps track of project status and reports pertinent information and documents to President and Project Manager.
- Coordinates relocation of resident move outs as necessary.
- Oversee project goals and ensure project goals are achievable.
- Assists President and Project Manager in compilation of and review all subcontractor scopes.
- Creates and drafts RFI's as needed.
- Creates, drafts, and distributes Submittals as needed.
- Assists with Change Orders.
- Monitors execution of punch lists.
- Ensures project photos are taken, including before and after pictures of major aspects of the project.
- Conducts Weekly Internal Construction Meetings.
- Provides Meeting Minutes after all OAC Meetings.
- Manages all construction administrative functions on the project.
- Oversees project close-out including finalizing as-builts, collecting close-out documents and preparing closeout reports for ownership to review.
- Monitoring and reporting on the development of the project.
- Visiting project sites to assess progress and address complaints or inquiries.
- Oversees material procurement and delivery.
- Reviews and prepares subcontractors' and suppliers' pay requests for Draws.
- Performs administrative tasks such as preparing invoices, waivers, and scheduling meetings, etc.
- Provides and maintains the organization of Construction Documents on server.
- Supports with Contract execution and submission into Procore.
- Assists with Project Accounting through Procore as needed.
- Contributes to the management of the budget for project and project financials.
- Assists in preparing budget and cost estimates, along with work timetables.

PERFORMANCE MEASURES (KEY DELIVERABLES AND EXPECTED RESULTS)

- Adhering to the design, scope of work, material selections and overall budgets
- Ensure quality of subcontractor work and installation per scope of work/construction documents
- Communicate difficult and complex issues with president as appropriate
- Identify issues and problems and recommend and implement solutions
- Maintain a high level of productivity

SKILL SET (REQUIRED SKILLS AND OTHER FACTORS FOR JOB SUCCESS)

- Previous experience as a project manager or in a similar role
- In-depth understanding of construction procedures and material and project management principles
- Understand construction sequencing and constructability of multi-family buildings
- Organizational and time-management skills
- A team player with leadership abilities
- Respectful demeanor with coworkers and residents, Customer service orientation
- Outstanding communication and negotiation skills
- Devises and implements new solutions and processes
- Written and oral communication skills with an emphasis on computer use
- Understanding of Microsoft, Excel, YARDI and Procore
- Must meet physical requirements attached, maintains professional boundaries when interacting with residents and employees
- Always follows company policies and procedures
- All essential functions must be performed with or without reasonable accommodation

AT-WILL EMPLOYMENT

- Employment with Trillium is at will. This means that both Trillium and Employee have the right to terminate the employment relationship at any time, with or without advance notice and with or without cause.
- The first 90 days of Employee's employment will be considered an introductory period. However, this introductory period will not alter or modify the at-will nature of the employment.

TRILLIUM POLICIES AND PROCEDURES

- Employee will be provided a copy of the Trillium Employee Handbook and must adhere to all applicable policies, procedures and code of conduct contained therein.
- At the start of Employee's employment with Trillium, Employee will be provided information on benefits available to Employees holding this position.
- Employee is expected to act professional in all interactions with co-workers, third-party vendors and/or residents.
- Employee is required to arrive to work on-time for each scheduled shift.
- In the case of an emergency, Employee is required to contact his/her manager or supervisor at least 30 minutes prior to Employee's start time if Employee is going to be late or absent from work.
- Excessive tardiness or absenteeism will subject the Employee to disciplinary action, up to and including termination.
- Employee is required to maintain a timesheet for all hours worked and submit the timesheet to Employer on a semi-monthly basis. The timesheet must accurately reflect all hours worked by Employee, including all overtime hours.

OTHER

- If at any time Employee is unable to comply with any of the requirements outlined above, Employee must immediately notify his/her supervisor. Failure to do so may result in disciplinary action, up to and including termination.

Limitations & Disclaimer: This job description is intended as a summary of the primary responsibilities of and qualifications for this position. This job description is subject to change at management's discretion and is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future. Employee acknowledges that he/she has reviewed this document and understands the duties and expectations of the position."

EMPLOYEE SIGNATURE:	DATE:
SUPERVISOR SIGNATURE:	DATE:
HUMAN RESOURCES SIGNATURE:	DATE:

PHYSICAL JOB REQUIREMENTS - CONSTRUCTION PROJECT MANAGER

Essential Activities – Please check those activities that are essential functions of the position (the core purpose of the position):

1. Body Movements

- Lifting weight 20-40 lbs
- Lifting frequency Frequently
- Bending/pushing Frequently
- Reaching overhead Frequently
- Pulling loads Occasional
- Kneeling Frequently
- Climbing ladders Occasional
- Climbing stairs Frequently
- Wristtorquing Occasional
- Gripping Occasional
- Driving Hours at a time: 2 Total Hours: 4

2. Repetitive Hand Motion

- Keyboarding/typing Frequently
- Gripping/clicking mouse Frequently
- Collating Frequently
- Stapling Frequently
- Telephone Frequently

3. Visual and Auditory Acuity

- Accurate color perception
- Accurate depth perception
- Ability to hear emergency communications over telephone

4. Physical Hazards

- Ladder >10 ft Elevated work surfaces Confined spaces
- Paint/lacquer Electrical <120 V Electrical 120–600 V
- Pressure and vacuum

EMPLOYEE SIGNATURE:

DATE:

