



JOB TITLE:	Assistant Project Manager
REPORTS TO:	Project Manager / Project Executive
PREPARED BY:	Bernard Ruf
PREPARED DATE:	May 11, 2018 BR
REVISION DATES:	January 10, 2022 BR
HAS AUTHORITY OVER:	Field Technicians, and Labor Staff
FSLA STATUS:	Salaried, exempt

SUMMARY

The Assistant Project Manager will assist in directing all phases of management of the project. This includes but is not limited to; schedule development and maintenance, budget development and maintenance, monthly Anticipated Cost Reports (ACR) and Financial Status Reports, procurement and purchasing, contract management and compliance, project team management, construction oversight, quality control, safety and compliance, client communications, project documentation, document management and organization, and project turnover and warranty, as well as other requirements as outlined herein. The Assistant Project Manager will assist the Project Manager in the supervision and performance of all aspects of contract administration including contract review, field directives, change orders, back-charges, violation management, project start-up, permitting, inspections, consultant management, all required reports and reporting, and final punch list and closeout procedures. Duties will include internal resource coordination, scheduling and management, client consulting, account management, and municipal agency management and communications. The Assistant Project Manager will fully understand the contents of the Project Safety Manual and ensure complete compliance by all workers on the Project. The Assistant Project Manager will also fully understand all Broadway Builders Policy & Procedures as outlined in the Project Operations Manual, or as otherwise outlined by Broadway Builders Senior Management, and will ensure complete compliance to all of those Policies & Procedures.

AREAS OF RESPONSIBILITY

Team Member Management and Development

1. Assist the Project Manager in managing the Project construction personnel when assistance is requested.
2. When requested by the Project Manager, provide required Training for all subordinate team members and support staff per their unique job descriptions.
3. Identify, report and resolve employee questions or issues and handle any employee disputes or employee performance problems as necessary and report to Project Manager.
4. Provide Leadership and guidance to Broadway Builders Field employees on site, ensuring that they have proper knowledge of job requirements and their roles in the success of the project.

Specific Management Elements

1. Ability to set-up and effectively maintain Project Logs including Permit Logs, Controlled Inspection Logs, Drawing Logs, RFI Logs, Sketch Plan Logs, Daily Work Logs, Submittal Logs, Change Order Logs, Insurance Logs, Compliance Logs and Time Sheets, TCO and Close-out Logs, Violation Logs, and all other Project related Log tracking and updating.
2. Ability to set-up and effectively maintain Project Hard Files, and Project Digital Files in an organized manner and in accordance with Company Protocol, including expert use of Project Management Computer Programs such as Jonas Premier.
3. Assist Project Manager in assembly and distribution of Meeting Agendas and Meeting Minutes. Assist Project Manager in the organization of and execution of regular Project Meetings, Owner Meetings, and Trade Meetings.
4. Assist Project Manager in assembling, maintaining, and distributing the Project Schedule, Two-week Look-ahead Schedules, and Owner update Milestone Schedules.
5. Maintain Project Photo Journal including collection of Photos, proper tagging of Photos, and proper cataloging of Photos for use in Owner and Management Reports, and as support for potential legal actions.
6. Assist in creation of and maintenance of Project Contact List and proper distribution of Contact List(s).
7. Assembly of all Close-out Documentation including collection of warranties, Operation Manuals, Maintenance Manuals, As-built Drawings, and Attic Stocks.
8. Work closely with third party Expeditor to coordinate and obtain all DOB, DOT, and other Permits required for the Project. Ensure Permit Logs are accurately and routinely maintained to minimize Violations.

9. Understands the importance of ordering of and release of materials in a timely manner in consideration of critical lead time requirements. Understands the Purchase Order System and assists the Project Manager in issuing Purchase Orders when required. Assists the project Manager in assembly and distribution of Trade and Vendor Contracts and insures complete execution of Contracts and orderly filing and distribution of Contracts.
10. Ensures that Superintendents are properly accepting and coordinating Deliveries. Collects, files, and distributes Delivery Tickets to support invoicing and Requisition support.
11. Assist Project Manager in assembly of and distribution of schedules, work scopes, changes, sketches, plans, RFI's submittals, and Quality Control Checklists to Trades and Vendors.
12. Assists Project Manager to ensure that Site Access Protocols are enforced, Sign-in Sheets are properly used and filed, Compliance Documentation is properly filled out, filed and distributed, Site Safety Orientations are effectively administered by the Sites Safety Manager, and adherence to all other Job Site Management Protocols.
13. Ensures that all Site Safety Plans, Emergency Response and Evacuation Plans, Accident Action Plans, Air Quality Plans, Dust Control Plans, NYC DOB required Documentation, OSHA Documentation, and Safety Protocol Documentation are properly accessible, distributed, and maintained.
14. Reviews Plans and Specifications to assist in ensuring that Trades and Vendors are supplying material and installations in accordance with the Plans and Specifications. Maintain Quality Control (QC) Documentation and ensure that Superintendents are using QC Documents correctly. Distribute Punch Lists to Trades and ensure completion of work, and prepare and distribute Punch List sign-off to support Requisition and payment release.
15. Assist Project Manager in assembly of Requisition including obtaining Trade and Vendor Requisitions and proper distribution to Accounting Department. Collects and verifies Trade Change Orders and Back Charges and ensures validity and completeness of documents prior to distribution to Accounting.

Construction Process

1. Secures the Project at all times and ensures proper Security and access controls are in place.
2. Ensures that all Field Reporting has been completed on Daily, Weekly, and Monthly basis and verify accuracy of Superintendent's and other Team Member Reporting.
3. Maintain Project appearance and cleanliness. A Projects first impression will be the lasting one for potential clients, Building Department Officials and Governmental Agencies and a bad first impression will lead to lost income for the Project, Violations, excessive Inspections, etc. It is the Assistant Project Manager's responsibility to coordinate with Trade Contractors and

Broadway Builders Team Members to actively patrol, clean and maintain an organized, clean and SAFE worksite.

4. The Assistant Project Manager is responsible for always maintaining a professional approach to conducting business as a representative of Broadway Builders. Be a positive representation of Broadway Builders professionalism and set the example for all who work on the Project.

General & Daily Requirements and Technical Skills

1. Assist the Project Manager in serving as the Project's resource for information regarding all Human Resource, Managerial, or Technical issues, questions or problems.
2. Maintain current data on all applicable codes, code changes / updates and responsible for communicating all updated information to construction field personnel and Contractors as necessary.
3. Maintain relationship with Inspection agencies, and Municipal agencies and report important information to Senior Management as required.
4. Understand in detail the Policy & Procedures of the Company and communicate those requirements effectively with all Trade Contractors, Vendors, and Broadway Builders Staff Members to insure proper adherence to those Policies.
5. Ensure that the Field Team has good control of all Broadway Builders owned Tools & Equipment is maintained properly and regularly, and that records are properly kept by Field Staff in the maintenance and inventory of that equipment.
6. Maintain a professional, safe and organized work environment at all times.
7. Conduct and cause to be conducted regular Safety Inspections on the entire Project Site. Document and Enforce Safety rules and find ways to celebrate good practice and behavior to create a "Safety Culture" on the Project.
5. Create and maintain a cohesive and synergistic work environment on the project site between all Broadway Builders Staff Members, and Trade Contractors.
6. Continually see ways to improve the moral and atmosphere on the Project and help to create pride in the workers attitudes to raise the level of commitment to the Project.
7. Seek ways to maintain the highest Quality Standards and encourage all Team Members and workers to follow that lead.

Computer Skills

Must maintain excellent computer skills and experience with or the ability to learn the following computer applications:

- Excel
- MS Word
- MS Outlook
- Microsoft Project or similar Scheduling program
- Jonas Premier Accounting & Construction Management programs
- MS Powerpoint
- Triax Spot-r Human Resource & Safety Management Program
- Bluebeam