



### JOB DESCRIPTION: ASSISTANT PROJECT MANAGER

ARG Conservation Services is a general contracting firm that specialized in construction management for historic sites, as well as the physical repair and conservation of existing buildings, historic architecture, monuments, and large works of art. We offer a full benefits package including medical, dental, 401k plan, and paid time off.

The assistant project manager shall have direct background experience in construction such as construction worker, construction administration, construction review or other. Further, the assistant project manager shall have good writing skills as report preparation is an important part of the position. Finally, the assistant project manager shall have a working knowledge of preservation standards such as The Secretary of Interior's Standards, NEPA, CEQA and Section 106. Knowledge of data-based systems such as Access, Excel, geospatial, facilities management and GPS is a plus.

#### Primary Function

- A. Assist in managing jobs according to schedule, on budget, and at or above bid-day gross profit margin. "Scope of Work" is completed to Company standard of quality and professionalism.
- B. The Assistant Project Manager helps the Project Manager plans and coordinate all site construction activities, including supervising field personnel, to successfully complete the project on schedule and within budget. This requires administering good construction safety practices, communication, and ensuring that the quality of work and materials is upheld.
- C. The Assistant Project Manager prepares written reports for building inspections, condition assessments and related topics for review by the Project Manager.

#### 1.02 MAJOR RESPONSIBILITIES

- A. Maintains open, daily communication with Project Manager, field staff and client, with daily updates via daily field report to client.
- B. Assist Project Manager with responsibility for success of projects assigned, including:
  - 1. Project planning and jobsite oversight
  - 2. Timely identification of problems and proposal of creative solutions,
  - 3. Preparation of detailed project construction schedule;
  - 4. Overview of jobsite safety procedures and practices;
  - 5. Conducts regular project progress meetings and fosters teamwork among all involved parties.
  - 6. Ensure projects are completed on time and within budget.
  - 7. Closes out all project paperwork and contractual obligations as defined per project.
  - 8. Provides marketing department with necessary a project summary and key project photos- attends close-out interview.



1.03 MAJOR RESPONSIBILITIES TO ASSIST PROJECT MANAGER IN THE FOLLOWING

- A. Manages and controls project costs; completes estimated hours cost to complete reports.
- B. Rigorously manages subcontractors, and suppliers, construction schedule updates, overall project quality control and project close out procedures.
- C. Initiates and runs monthly project review meetings with operations manager.
- D. Monitor the removal of chemical hazards, and training of employees on safety policies, procedures, and regulations.
- E. Verify compliance with safety regulations and ensure all necessary records are maintained and prepared according to established guidelines.
- F. Manage the participation in Occupational Safety and Health Administration (OSHA) inspections, providing inspectors with appropriate documents and identifying safety measures.
- G. Coordinate construction scheduling and communication and acts as a liaison to senior management concerning bids, subcontracting, progress and delays.
- H. Supervise the installation of equipment and components in assigned field.
- I. Supervise all personnel working on construction project including field staff. Maintain a line of regular communication with site superintendent.
- J. Serve as primary customer contact.
- K. Set deadlines, assign responsibilities and monitor and summarize progress of project.
- L. Assist Operations Manager in resolving contract disputes and arrange any necessary order changes.
- M. Oversee the daily construction activities at a work site and make sure all work is adequately documented.
- N. Secure all necessary approvals and ensure that standard company procedures are followed.
- O. Work with subcontractors to complete project within the given budget and time frame.

1.04 SKILLS & KNOWLEDGE TO BE DEVELOPED BY ASSISTANT PROJECT MANAGER

- A. Proactive, flexible, team player who is comfortable working in a small company environment taking on a leadership role and able to multi-task.
- B. Highly motivated, self-starter.
- C. Organized, with excellent time management skills.
- D. Good verbal and written communication skills.
- E. Able to take coaching and feedback.
- F. Able to foresee possible problems well in advance and solve proactively.
- G. Ability to understand architectural intent and work through low levels of detail, ability to read and interpret architectural plans, details and specifications. Ability to see in three dimensions from two-dimensional data.
- H. Able to produce accurate and thorough take off from a wide range of drawings.
- I. Able to communicate clearly, concisely and personably in both written and verbal forms of communication.



- J. Knowledge of building material, both materials in the industry and Company specific.
- K. Knowledge of equipment used in the industry.
- L. Team player who takes feedback constructively and contributes to discussions with colleagues to help problem solve and pool resources.
- M. Ability to manage personnel, deadlines and goals.
- N. Excellent attention to detail with emphasis on quality.
- O. Working knowledge of Microsoft Outlook, Excel, Word and MS Project.
- P. Knowledge of building codes, estimating, budgeting, scheduling and safety practices.
- Q. Maintains a direct line of communication with management providing regular updates so that support can be provided quickly if needed.