



## **JOB DESCRIPTION**

DATE: March 17, 2026

TITLE: **Assistant Project Manager**

REPORTS TO: Project Manager

### **GENERAL RESPONSIBILITIES**

- Oversee assigned projects to ensure completion in alignment with contract documents, plans, and specifications, delivered on schedule and within budget
- Support the Project Manager by researching, pricing, and implementing client-requested change orders.
- Maintain cost records and prepare management reports as required.
- Coordinate project closeout and maintain as-built drawings.
- Build and maintain strong relationships with clients, subcontractors, suppliers, and consultants while representing the company professionally.
- Collaborate effectively with internal team members to support a positive and productive project environment.

### **SPECIFIC RESPONSIBILITIES**

#### **Project Management**

Manage assigned construction projects and support overall project execution.

- Submittal Management
  - a. Establish a submittal schedule with the architect and engineer to ensure timely material delivery to the site.
  - b. Review subcontractor submittals to ensure alignment with contract documents.
- Schedule Coordination
  - a. Support the Project Manager in maintaining the project schedule.
  - b. Meet with subcontractors onsite to understand lead-time constraints and track material procurement accordingly.
- Superintendent Coordination
  - a. Meet with the Project Superintendent multiple times per week to support quality assurance.



- b. Verify the installed materials match approved submittals and contract documents.
  - c. Assist with maintaining and updating as-built drawings.
- Project Meetings
  - a. Maintain and distribute meeting minutes.
  - b. Attend and participate in subcontractor and owner meetings.
  - c. Maintain and provide submittal logs and Request for Information (REI) logs.
- Change Order Management
  - a. Assist the Project Manager in managing change orders.
  - b. Request updated proposals from subcontractors for contract document changes.
  - c. Ensure change orders include all subcontractor costs and are completed in a timely manner.
- Reporting
  - a. Prepare weekly project reports outlining:
    - i. Project progress
    - ii. Ongoing activities
    - iii. Upcoming work

## Project Closeout

- Coordinate pre-occupancy inspections with the Owner, Project Manager, President, COO, and VP of Sales.
- Prepare and distribute operation manuals and redline as-built drawings.
- Review, organize, and archive project records.