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Assistant Project Manager (APM)

JOB DESCRIPTION

The Assistant Project Manager is responsible for assisting the PM in overseeing the installation and supply of electrical systems. The APM will use electrical knowledge/experience, project management experience, be highly organized, and will represent our commercial electrical company in a professional and productive manner to increase our profitability and ensure client satisfaction.

SCOPE OF WORK:

- Accountable for assigned projects/tasks as directed by Project Manager. Work is performed within an established time frame and completed in conformance with quality work standards, within established company guidelines and regulatory compliance requirements.
- Internally: Reports to assigned Project Manager, works closely with team, and interacts with other support staff (i.e., Estimating, Accounting, Human Resources and other staff).
- Externally: Interact with owners, owner representatives, architects, engineers, trade contractors, vendors, and others who are associated with project-related activities. This incumbent may participate in project meetings. Interact with various committees and participate in special trade-related activities and events.

RESPONSIBILITIES:

- Directly responsible for planning or preparing contract administration of assigned projects, executing and directing project activities, and developing/maintaining client relationships.
- Responsible for multiple projects; duties include but are not limited to on-site visits, material scheduling, tools, equipment, and dissemination of information to ensure attainment of scope/project construction schedules.
- May be responsible for reviewing project documents, completing change order take-offs, coordinating construction activities, resolving construction difficulties, etc., while adhering to project budget, timelines, and quality standards within standard operating procedures.
- Coordinates/attends meetings and activities.
- Requests, tracks, and reviews project submittals.
- Utilizes company software to complete position requirements.
- Works with supervisors, trade contractors, and suppliers to manage assigned schedules and project progress.
- Assists project team in identifying, analyzing, and resolving existing or anticipated obstacles in a manner to meet task/project schedules.

- Assists in timely billing, invoice approval, job costs review, reports, project history, and purchase order history.
- Reviews and interprets blueprints/shop drawings and other project documents to assist in formulating accurate management approach.

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- Clearly understands scope of work/responsibilities of other trades on each jobsite.
- Performs routine project visits to verify project scope and specifications, company standards, and compliance are within local and national electric code.

PHYSICAL REQUIREMENTS:

- Ability to remain calm in times of heightened emotional situations.
- Must be willing and able to receive First Aid, CPR, and emergency rescue training and be comfortable with performing these tactics if necessary.
- May require working in year-round weather elements (heat, cold, rain, snow).
- Must be able to utilize construction site sanitary facilities (port-o-lets).
- Ability to work from all ladder types.
- Must wear personnel protective equipment (i.e. hard hat and safety glasses).
- Repetitive use of legs, feet, arms, hands, and fingers.
- Ability to work scheduled hours per day, night shift, 40 hours per week or more, with little or no notice.
- Ability to bend, stoop, squat, crawl, climb, kneel, balance, push, pull, and reach overhead.
- Ability to independently lift workloads of 30 lbs.
- Ability to climb ladders of all types.
- Possess good vision/hearing (normal or corrected).
- Ability to work while constantly moving on one's feet.
- Ability to reach and stretch to position equipment and fixtures while maintaining balance.

QUALIFICATIONS/REQUIRED SKILLS:

- Electrical experience is highly preferred.
- Associates Degree or 3-5 years of equivalent experience.
- Knowledge of general building construction and high degree of technical experience.
- Ability to accurately apply electrical formulas.
- Ability to plan and organize tasks to meet project deadlines.
- Understands and follows O.S.H.A., NEC, state, and local code requirements.
- Highly computer literate and high-level interpersonal skills.
- *Note: The above description provides the general details considered necessary to portray the principal functions of the position and shall not be construed as a detailed description of all requirements inherent to the position.*

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