

BROUGHTON CONSTRUCTION COMPANY, LLC

Job Position:	Assistant Project Manager	Base Location:	Washington, DC
Pay Classification:	Salaried – Management	Regular Schedule:	8am-5pm, Mon-Fri
Reports To:	Project Manager	Last Update:	03/1/2021

General Job Summary: The Assistant Project Manager (APM) assists Project Managers (PM) and project team in the coordination and execution of all phases and aspects of projects from pre-construction thru closeout ensuring scope, cost, schedule, document control and quality standards are met. APMs may perform the role of project manager for smaller, less complex projects.

Under direction of Project Manager, essential duties and responsibilities include:

- Assist PMs and pre-construction team to perform design/build services and preconstruction tasks to generate complete project package for execution;
- Participate in qualifying, building and maintaining pool of qualified subcontractors;
- Assist PMs in managing budgets, invoice/billing administration and financial reporting; preparing, updating and communicating project schedule, work sequencing coordination and efficient project closeouts;
- Facilitate kick-off meetings and mobilization activities with project team;
- Prepare RFIs, coordinate submittals, material and equipment schedules and update project information systems;
- Contract administration ensuring adherence to insurance, bonds and compliance requirements;
- Coordinate the obtaining permits, building inspections, testing and certifications;
- Coordinate and attend project meetings, prepare meeting minutes, reports and follow-up as directed by PM;
- Obtain and review superintendent and subcontractor daily reports understanding and coordinating issues until resolved, escalating when appropriate to PM.
- Coordinate change orders, pricing and approvals under PM approval;
- Project accounting administration with project and accounting staff;
- With superintendents and subcontractors ensure punch list completion, warranties, training and timely project closeout;
- Nurture relationships with customers, subcontractors, stakeholders, vendors and industry professionals; foster trust, confidence and a positive reflection of the Company; identify and communicate prospective new business opportunities;
- Train and supervise the work of assigned junior staff in accordance with company policies, procedures and related laws;
- Conduct employee supervision and relations in compliance to employment related policies and practices and foster a harmonious yet challenging work environment for growth and success.
- Post closeout, participate with project team to evaluate project performance, subcontractors, generate process improvements and identify new business opportunities.
- Consistent demonstration of high standard of personal accountability, integrity, work and business ethics;

MINIMUM Qualifications:

- Three or more years recent general contractor employment experience performing duties and responsibilities described above for U.S. commercial general contractor projects typically ranging \$1M to \$20M or greater;
- Bachelor's degree in construction management, architecture, engineering or related field from a U.S. accredited institution or additional equivalent U.S. commercial construction work experience may be acceptable;
- Commercial construction knowledge and experience with scheduling, cost estimating, purchasing, project engineering, logistics and management principles and techniques, project accounting and industry business practices;
- Proficient at reading blueprints, performing take-offs, writing scopes of work, material formulation and estimating;
- Proficient using computers and current software such as: Bluebeam, Procore, Sage/Timberline, Primavera, etc.;
- Solutions oriented with excellent problem solving, organizing, task management and negotiation skills;
- Consistent demonstration of self-accountability, integrity and business ethics.
- Excellent oral and written technical and business communication skills;
- Knowledge, skills and ability to supervise and develop junior staff and respectful engagement with diverse people;
- OSHA construction safety certification preferred; and
- Valid driver's license, reliable transportation and availability to perform work at assigned workplaces.

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Physical Demands: To perform the essential elements of this job, the physical requirements generally include standing and sitting for six or more hours throughout the workday and walking, lifting, carrying, reaching, pushing, pulling, keyboarding, hearing, and speaking. Job performance at construction work sites also includes the physical ability to climb permanent and temporary stairs, passenger use of construction personnel hoists, ability to climb ladders and navigate work areas under construction. Specific vision abilities include near and far acuity, peripheral vision, depth perception, and the ability to adjust focus. Performance includes the use of hands to finger, handle, or to feel objects, tools, or controls, sit, talk, and hear, stand, climb, balance, stoop, kneel, crouch, or crawl. Job performance may occasionally include lifting and/or moving up to 50 pounds individually or more with others.

Work Environment: While performing the duties of this job, the employee may periodically work at construction work sites where the employee is exposed to moving mechanical parts; high precarious places; fumes or airborne particles; outside weather conditions, unconditioned interiors, and the risk of electrical shock. The construction site work environment noise is usually moderate to very loud.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.