

## The Trevino Group Job Description

Job Title: Assistant Project ManagerFLSA Status: ExemptReports To: Project ManagerDate: April 1, 2012

### **SUMMARY**

Acts as key liaison and support staff person for the Project Manager. Substitutes for the Project Manager as necessary and/or required in the coordination and management of the day to day project operations and activities. Assists the Project Manager in the coordination of the Project Superintendents and field personnel as necessary and/or required. Interfaces with clients concerning project related activities on behalf of Project Manager or company as necessary and/or required. Attends client related functions as required by Project Manager or Company Officers. Communicates and coordinates with project vendors, subcontractors, and suppliers regarding project schedules. Oversees the day to day activities of the Project Engineer as delegated from the Project Manager and/or as required. Keeps the Project Manager fully apprised regarding all project related activities and events. Assists in the oversight of project related documentation including but not limited to; RFI's, submittals, meeting minutes, ASI's, correspondences, close out documents, change proposals, and miscellaneous documentation. Helps coordinate activities and documentation work flow with Project Administrators and Project Engineers. Assists in the development of schedules as required by the Project Manager and/or as necessary. Assists in the development of estimates, change proposals, and change orders in conjunction with the Project Manager. Attends project meetings as required and/or necessary. Provides reports and reporting to the Project Manager as required and/or necessary. Supports, coordinates, and assists with various aspects of a project from start to finish. Assists in cost estimating, planning, scheduling, materials procurement, cost control and quality management, in order to complete projects on schedule, within budget and according to specified standards of quality and performance.

### **DUTIES AND RESPONSIBILITIES**

1. Assist in the oversight of project related documentation including, but not limited to, RFIs, submittals, meeting minutes, ASI's, correspondence, change proposals and miscellaneous documents.
2. Assist in the evaluation and solution of potential field problems, referring them to Project Manager.

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3. Assist in plans and specifications analysis in order to provide clear, concise and coordinated interpretations of the design/drawings for construction.
4. Provide reports and reporting to the Project Manager as required and/or necessary.
5. Conduct quality control activities in accordance with instructions, inspection programs, using specified control measuring and testing equipment
6. Attend project coordination and owner/contractor/architect/engineer meetings as required.
7. Participate in the continuous updating and accurate generation of as-built documents, assist with the research and preparation of field change requests to resolve design issues
8. Schedule and walk jobs for bid, to ensure proper scope verification, and estimate verification with clients, management, project superintendents, or subcontractors as necessary.
9. Coordinate with estimator for any additional site information required. May assist in the development of estimates, change proposals, and change orders as directed by the Project Manager.
10. Perform quantity take off and other critical information of all contractor furnished equipment or oversight of said task as required.
11. Help facilitate pre-construction meetings and coordinate project start-up with project superintendents.
12. Compile information from subcontractors and create baseline schedules.
13. Insure MSDS books are provided to the project superintendents.
14. Insure weekly as-built document reviews and oversee the final completion of as-built documents.
15. Insure the tracking of shipment and delivery dates of all stock materials and equipment.
16. Coordinate with project superintendents, subcontractors, project engineer, and project administrator to ensure the project close-out is in accordance with plans and specifications.

17. Coordinate information flow between home office and all members of the project team.
18. Coordinate walk substantial completion though with owner as required.
19. Assist project superintendent with punch list completion as necessary.
20. Attend construction meetings as required.
21. Perform other duties as assigned.
22. Exemplify the service attitude of The Trevino Group, Inc., at all times.

### **REQUIREMENTS**

- High school diploma.
- Four year engineering or construction management degree or equivalent combinations of technical training plus a minimum of five years construction experience.
- Clean driving record and must be able to pass Owner's background check.
- Working knowledge of construction equipment and techniques, drawings and specifications, building materials, and required standards applicable to discipline.
- Proficiency in computer systems including Microsoft Office, electronic mail, scheduling software and estimating software (R.S. Means experience is a plus).
- Ability to assume responsibility and to interface and communicate effectively with others.
- Outstanding verbal and written communication skills.

### **WORKING ENVIRONMENT**

Normal working environment. May be working in construction areas where noise, dust, and potential for hazards are evident.

May be climbing on ladders.

May be walking on scaffolding.