



Tejas Premier
Building Contractor, Inc.
A Subsidiary of DreamOn Group

JOB DESCRIPTION **ASSISTANT PROJECT MANAGER**

Reports To: Operations Manager

GENERAL SUMMARY

Assists the project team by maintaining client and home office liaison and ensuring compliance with contractual obligations. Responsible for assisting the project team with project delivery, controlling costs and maintaining profitability for the projects and utilizing extensive industrial construction experience.

ESSENTIAL JOB FUNCTIONS

Primary Duties

- Assist with managing field construction, maintenance, engineering, and other field project support activities.
- Establish cost estimates with subcontractor and vendor pricing as needed.
- Development of project schedules and monitors production to assure timely project completion.
- Review cost reports and makes analysis to assist in reducing cost and maintaining productivity.
- Assist with establishing project labor requirements and report findings with management.
- Conducts regular project inspections and advises project supervision of work progress, quality of work and conditions requiring attention regarding safety.
- Coordinates work with subcontractors to ensure all subcontract work is within project scope and specifications. Administers project subcontracts, policies and procedures to subcontractors.
- Coordinates with engineers, inspectors, and client/owner representatives to isolate project problems and assists in developing solutions.
- Regularly conducts safety meetings and provides assistance to supervision in addressing areas and conditions requiring attention. Continually monitors project to assure Company and regulatory procedures are adhered to.
- Monitors project purchasing activities to assure quality material and timely delivery at competitive costs.
- Conducts regular meetings with project supervision to review project progress and to plan future construction activity.
- Determines the necessity of construction equipment and assures equipment is properly maintained.

REQUIREMENTS

Education:

- High School Diploma or GED
- Bachelor's degree in Construction, Design or Engineering
- Minimum experience to include duties as assistant project management, field superintendent, or Job Site Coordinator along with in house management OJT

Experience:

- Prefer 3 to 5 years directly related experience.

Skills:

- Accuracy
- Fundamentals of E2
- Oral Communication
- Organizational
- Problem Solving
- Report Writing

This job description is intended to describe the general nature of work being performed by people assigned to this job. It is not intended to be an exhausted list of all responsibilities, duties and skills required of personnel so classified. This document does not create an employment contract implied or otherwise.