

## JOB DESCRIPTION

**POSITION TITLE:**

Construction Assistant  
Project Manager

**DEPARTMENT:**

Construction  
Management

**INCUMBENT:**

**REPORTS TO:**

Project Manager

**DATE:**

September 2022

**GENERAL FUNCTION:**

Construction Assistant Project Manager to contribute and support the planning and execution of projects. Responsibilities include monitoring project progress, following up with stakeholders on the completion or delay of project phases, scheduling meetings, and maintaining project documents and reports.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Communicating with stakeholders regarding project needs and goals.
- Contributing to the planning and development of projects.
- Supporting the coordination and management of projects.
- Researching information as required.
- Performing administrative tasks such as preparing invoices, reports, estimates, scheduling meetings, etc.
- Keeping track of and reporting on project progress.
- Completing any tasks assigned by the Project Manager in an efficient and timely manner.
- Assign duties to staff to implement project goals, as needed.
- Oversee variable aspects of projects and provide direct assistance to ensure timely project execution.

**QUALIFICATIONS:**

- Bachelor's degree or Associate degree in Engineering, Construction or Project Management, preferred.
- Good negotiation and presentation skills with the ability to persuade others.
- Proficiency in Microsoft Office and project management software.
- Highly organized and able to multitask.
- 3-5 years of experience in construction industry is preferred.
- Strong attention to detail and problem-solving skills
- Excellent communication skills, both verbal and written.
- Able to work independently and as part of a team.

**PHYSICAL DEMANDS:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Employee is regularly required to use hands and fingers, handle, or feel; reach with hands and arms; climb or balance; and talk or hear. The employee frequently is required to stand, walk, stoop, kneel or crouch. The employee is required to sit. The employee must regularly lift and/or move up to 10 pounds, and occasionally move up to 50 pounds. Employee must be willing to work in varying weather conditions and temperatures. Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus.

**WORK ENVIRONMENT:**

Characteristics of the work environment are representative of those that may be encountered by an employee while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

We understand and mutually accept that the above description and supplement represent our agreements as to the job to be performed.

\_\_\_\_\_  
*Employee* *Date*

\_\_\_\_\_  
*Supervisor* *Date*