

JOB POSITION DESCRIPTION

Assistant Project Manager

General Job Description

The assistant project manager is responsible for the financial organization and tracking of electrical projects and implementing measures to increase the company's effectiveness and efficiency.

General Responsibilities

- *Business Process Analysis and Documentation:* Research, analyze, and document the electrical project process at Weifield finding ways to be more efficient and profitable.
- *Identify Solutions for Improvement in the Organization:* Through process analysis, this individual shall determine areas of potential improvement in terms of efficiency and company effectiveness, then develop appropriate solutions.
- *Information Dissemination:* Develop and facilitate high-quality and high-frequency communications throughout the company. Investigate and implement tools to achieve these goals.
- *Company "Handyman":* Act as an internal consultant to help multiple persons and departments within the organization develop programs and solutions to enhance efficient and/or effectiveness.
- *Training/Mentoring:* Promote the professional growth of the team. Continually pursue opportunities for personal career/training development.
- *Industry Awareness:* Continually seek industry and market information to provide Weifield with the information necessary for successful business development.

Job Specific Responsibilities

PROJECT START UP

- Prepare subcontract and obtain all required permits.
- Prepare and maintain project schedule.
- Preparation and buyout of purchase orders.
- Prepare and enforce project strategy document.
- Prepare and review submittals and shop drawings.
- Prepare project budget and schedule of values.
- Review files according to policies and procedures.
- Review contract drawings and address RFIs.

FINANCIAL

- Manage daily affairs to stay within budget and on schedule.
- Project buyout and obtain quotes in a timely manner, including control takeoff of quotable items.
- Price and settle change orders accurately.
- Prepare gross margin statement with project team.
- Prepare billing with project team.

PROJECT ORGANIZATION AND TRACKING

- Distribute and maintain current drawings, specifications, and product data with changes and clarifications.
- Responsible for subcontractor performance.
- Adhere and enforce company policies and procedures.
- Maintain personal project log.

- Maintain master list with materials, submittals, RFI, & to-do list.
- Responsible for getting materials released to jobsite.
- Ensure weekly updates for material tracking.
- Adhere to the contract documents.
- Project documentation – (i.e. delays, back charges, claims).
- Coordinate submittals by other trades.

PROJECT CLOSEOUT

- Candidate is responsible for preparation of O & M manuals.
- Review and submission of as-built drawings.
- Prepare warranty documents.
- Track punch list and ensure items are complete.
- Ensure job site files and office files are consolidated.
- Ensure all spare parts are turned over and signed, “received.”

Qualifications/Skills Required

- Project controls/coordination experience preferred.
- Possess excellent quantitative and analytical skills.
- Possess basic understanding of the electrical industry.
- Candidate must have entrepreneurial approach to problem solving.
- Possess excellent written and oral communication skills.
- Motivated, detail oriented and not accept second best.
- Possess strong interpersonal skills in order to work in a diverse, dynamic and fast-paced environment.
- Candidate must be self-motivated and flexible to accommodate changes in Weifield’s business strategies.
- Candidate must have excellent computer skills that include MS Office and Accubid.
- Be accountable for project decisions and actions.

Reporting

The assistant project manager reports to the project manager.

Supervisory Requirements

The assistant project manager has limited direct supervisory responsibility.

Measurements

The assistant project manager’s success is measured by the following criteria:

- Ability to start and manage projects without guidance from management,
- development of process and tools that streamline operations and cut costs,
- propensity to bring answers to the table and implement solutions quickly, and
- evaluation form.

Compensation Package

Start Date:	TBD
Status:	Full-time
Pay Rate:	DOE
Employee Health Insurance:	Healthcare 100% of the “Base Plan” by WGC 1 st of the month following 60 days of employment, not to exceed 90 days
Family Health Insurance:	N/A

Voluntary Dental/Vision Insurance:	Portion paid by employee based on coverage selection after 60 days of employment, not to exceed 90 days
Disability & Accident Insurance:	Portion paid by employee based on coverage selection after 60 days of employment, not to exceed 90 days
Life Insurance:	Portion paid by employee based on coverage selection after 60 days of employment, not to exceed 90 days
Flex Pan:	Employee can set aside \$2550 pre-tax dollars for health/\$5000 for daycare after 60 days of employment, not to exceed 90 days
401k/Safe Harbor:	Participate at one year. Weifield matches 100% of investment up to 4%
Schedule:	The anticipated work schedule for the assist project manager will average 40 to 45 hours per week. Early morning, evening or Saturday work may be required.
PTO:	5 days for years 1-3, 10 days years 3-5 and 15 for years 5+ in addition to 7 paid holidays
Current Drivers License Required:	Yes
Journeyman License:	Preferred but not required