



## MEMORANDUM

### TRIDENT – ASSISTANT PROJECT MANAGER JOB DESCRIPTION

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The Assistant Project Manager (APM) position will aid in the management and control of assigned projects, including assisting the PM in overseeing office & field operations, site safety, productivity, schedule, quality work, and trade contractor and supplier coordination as the lead position of the project team. The APM reports directly to the Project Manager.

#### **General Job Qualification Requirements**

- High School and completion of Vocational School a plus, College degree preferred
- 4 years minimum experience or equivalent role in a construction management role. (Commercial, Higher Education, Health Care, Secure Facility construction experience a preferred)
- Competency with Microsoft Office, including Word, Excel, and Google for both email, calendar scheduling and coordination.
- Familiarity, or willingness to learn construction management software such as Prolog, MS Project, Excel, Sure Trak, and AutoCad.
- Team player with field supervision, project management and company administration staff.
- Basic safety standards knowledge.
- Ability to remain calm, focused and effective under time pressure situations.
- Self-starter with ability to meet goals and tasks.
- Willingness to perform occasional weekend and night work as required.
- Reliable transportation.

#### **Preconstruction**

- Assist in the development of scope sheets and direct bidding efforts from subcontractors.
- Help develop jobsite logistics plan(s) as necessary with PM and Superintendent.
- Assist in the Constructability review.
- Assist management of the Preconstruction schedule.
- Aid PM in the compilation, verification, and publishing project estimates.

#### **Field Operations**

- Assist PM, Super and Executives in day-to-day office and field operations.
- Willingness to learn and perform new assignments.

#### **Safety**

- Assist PM in maintaining a safe and secure jobsite at all times.
- Help PM to ensure job safety requirements are understood and implemented by all project personnel and trade contractors, working with the safety support personnel as a resource. Continually strive for Zero Injury on all projects.
- Watch for and report to PM any and all safety hazards at the jobsite.

#### **Customer Service/Business Development**

- Strive to maintain positive relationships between TRIDENT and the Owner, architect, and/or other stakeholders throughout the project(s).

**APPLY ONLINE AT: <http://tridentbuilds.com/careers/>**