

Assistant Project Manager

Hours: Full-Time (32-45 hrs/week)

Compensation: Competitive, hourly, based on relevant experience and education

Benefits: Health & Dental Insurance, 401k, PTO, Sick, Holidays, Phone, Gym, Continuing Ed, Gear

Overtime: Time-and-a-half

Website: <https://recovergreenroofs.com>

Recover seeks a qualified applicant for the full-time, year-round position of **Assistant Project Manager**. The Assistant Project Manager provides in-field and remote project coordination from preconstruction phase through project completion under the direction of Recover's Project Managers and Estimators. This is a dynamic role requiring the ability to manage multiple, oftentimes competing priorities, as well as excellent organizational and communication skills.

Responsibilities

Assistant Project Managers are responsible for, though not limited to performing, the following tasks:

- Assist Recover's Project Managers and Estimators in developing, implementing, and effectively communicating the following relevant project-specific information to crews, subcontractors, clients, and Recover administrative and leadership teams:
 - Project plans (incl. mobilization, material purchasing and deliveries, conveyance, traffic, staging, signage, equipment resource allocation, general construction, etc.)
 - Project schedules (incl. overall project schedule, submittal schedule, construction schedule, application for payment schedule of values, etc.)
 - Project Submittals (incl. generating submittals checklist per contract requirements and coordinating and managing all submittals, incl. but not limited to: RFIs, shop drawings, change orders, Site Impact Forms, warranties, O&M Manuals, etc.)
 - Project-specific policies & procedures (incl. required PPE; Jobsite Hazard Analysis and Site-Specific Safety Plans; jobsite-specific rules regarding recycling, waste disposal, designated bathroom, eating, smoking, cell phone area policies, etc.)
 - Weekly and monthly project-specific benchmarks and goals, incl. goals for pace and quality of finish relevant to contracted scopes, client expectations, and Recover's internal processes and standards.
 - Project organizational structures, incl. crew and subcontractor needs and associated roles and responsibilities.
 - Manage Project-specific budgets, proposals & quotes (incl. initial estimates/BIDs, change orders, etc.)
- Review incoming RFPs and submit RFQs to vendors to assist Estimators
- Perform site visits, take site measurements, and perform and/or assist in developing quantity take-offs, plans, elevations, details, schematic and developed layouts, feasibility analyses, zoning analyses, and/or related documentation.
- Assist Project Manager in purchasing and confirm materials quantities in close coordination with Site Superintendents and Recover's Administrative team.
- Assist in evaluating jobsite activities in close coordination with Project Manager and Site Supervisor to ensure compliance with company practices, state and federal laws and regulations, and contractual obligations. Make recommendations to company leadership team to resolve any concerns.
- Assist in keeping project schedule front-of-mind, including:
 - Tracking project schedule and budget daily,
 - Ensuring work-completed tracks with project schedule.
 - Evaluating causes of delays and creating and implementing plans of action to redirect projects if deviations occur.

- Assist in timely reporting and documenting of schedule changes to client, contractor, vendors, and Recover's internal teams to manage expectations and minimize adverse effect.
- Coordinate closely with Recover's Administrative team regarding project-specific Schedule of Values, initial budgets, and subcontractor needs prior to start of work. Meet monthly or on project-appropriate schedule with Admin to prepare submission of Requisition. Confirm project-specific Accounts Payables and work with Admin to regularly monitor project expenditures.
- Support Project Team in completing timely project close-outs, providing general contractor or owner with all applicable close-out documents.
- Be a positive and reliable steward of Recover in all client, vendor, and alliance partner interactions. Interface frequently with a wide range of company contacts, from commercial construction clients to high-end residential owners, architects, designers, structural engineers, vendors, and subcontractors.
- Handle sensitive, critical, and highly confidential information and material.
- Occasionally assist in hands-on onsite field work and maintenance under the direct supervision of Recover Project Manager(s), including but not limited to: lifting objects of up to or approximately 50 lbs.; working on roofs in adverse weather conditions; handling, applying, and/or being exposed to fertilizers and/or potentially hazardous materials; and/or performing non-routine overnight travel based on business needs or on evenings, weekends, and holidays
- Help maintain a clean and safe work environment on jobsites, in the offices and shops, and in Recover vehicles.
- Complete tasks efficiently while following best safety practices and meeting our quality standards.

Minimum Qualifications

- Experience in the commercial construction and/or horticulture/landscaping industries required.
- Undergraduate Construction Management, Engineering, Architecture, or related degree required.
- Skilled in reading commercial construction documents, architectural drawings, renderings, etc.
- Reliable with a strong ability to both take direction and work independently and proactively.
- Must have excellent powers of organization, communication, and critical thinking.
- Must have an innate attention-to-detail and the ability to self-pace.
- Must have good references that can attest to your work ethic.

Desirable Qualifications

- Hands-on, in-field build and/or management experience desired.
- Fluency in Microsoft Suite, CAD / BIM / Vector Works, Scheduling Software (ie:SmartSheets), and Project Management software experience desired.
- Existing knowledge of green roof systems or a keen interest to learn desired.
- Valid driver's license and comfort driving in cities preferred.