Assistant Project Engineer/Manager Job Description

General Summary:

Responsible for assisting the Superintendent and Project Manager in the overall management of a project from inception to final acceptance by Costello Construction. This includes, but is not limited to all planning, organizing, and controlling the coordination activities, contract and subcontract negotiations and execution, establishment and maintenance of a cohesive project CPM schedule and project post construction activities. The project management activities also include providing information and ongoing communication to team members, as the project warrants.

Principle Duties and Responsibilities:

General Items:

1. Responsible for ensuring job specific records are maintained and are current.
2. Target subcontractors and vendors to award subcontracts and purchase orders to.
3. Work with Business Development Manager to secure projects.
4. Maintain/monitor customer relations including project/progress meetings, site visits and project related correspondence.

Pre-Construction Activities:

5. Ensure the Contract Commitment sheets are completed by the Project Manager (PM) for each PO and subcontract.
6. Work with the Project Manager (PM) to complete all buy out for the project with the goal of completing all buy out prior to mobilization.
7. Work with the Project Manager to issue all subcontracts and purchase orders. Review all returned subcontracts and purchase orders to ensure they are complete and notify PM of any modifications. Maintain all Subcontracts and Purchase Orders and ensure all subcontracts and purchase order are returned completed and executed. Notify the PM of any subcontractor or PO that has not been returned within 10 days of receipt by the subcontractor/supplier. Ensure copies of subcontracts and POs are sent to the field.
8. Maintain buyout logs indication date contract sent, date contract received by subcontractor and date CCM received the executed contracts and receipt of bonds.
9. Maintain MSDS manuals for Costello and subcontractors.
10. Ensure that safety plans for all subcontractors are onsite.
11. Ensure that all required subcontractor bonds are received timely and complete.
12. Ensure all insurance policies are required by the project as issued.
13. Assist Superintendent and PM in arranging for and coordinate all requirements for mobilization. This may include but may not be limited to the following:
    a. Ensure all preliminary submittals are approved.
    b. Supplement the onsite staff for the field office setup, including but not limited to transportation of trailers, necessary, setting up temporary electric, telephone and internet services, and outfitting trailers with proper furniture and equipment.

c. Supplement the onsite staff with arranging the temporary sanitary facilities, dumpsters, etc.
d. Set-up web cameras on the jobsite and ensure images are being saved for future use.

14. Setting up filing systems for project both electronically and hard copy files.
15. Review Project Manual and ensure all preconstruction submittals and requirements are completed in a timely manner.

Construction Activities:

16. Supplement the onsite staff and PM to procure and order all materials for self-performed work to ensure the materials arrive onsite when needed.
17. Supplement the PM responsible for the preparation, negotiation, submission, and tracking of required project Change Orders in response to owner requests and/or changes in the field.
18. Process contract related transactions including Change Orders and Proposed Change Orders to suppliers, subcontractors, and owners.
19. Process submittals, RFI's, transmittals, and obtain Certificate of Insurance, as the project requires.
20. Maintain submittal, RFI, PCO, and CO logs to ensure they are current and correct.
21. Responsible for preparing and tracking to ensure all LEED requirements are met on LEED projects. This includes ensuring that all subcontracts are awarded in accordance with the LEED requirements of the project, ensuring that all requisite documents, including update forms, are received from vendors; such as ready mix concrete and dumpster services, are awarded pursuant to LEED requirements; ensuring that requisite forms and reporting, such as Indoor Air Quality Plans and Commissioning Plans, are properly prepared and submitted.
22. Ensure monthly submittals including but not limited to photographs, schedule updates, LEED reports, etc. are submitted and returned. Review contract documents for conflicts and ambiguities prior to installation of work.
23. Coordinate trades to ensure they each have the necessary paperwork and documents to perform their scope of work.
24. Update Miss Utility work tickets.
25. Ensure the project administration meets the Quality requirements.
26. Supplement and support other team members as needed to ensure the success of the project and company.
27. Work with PM to ensure coordination drawings are completed as required by the Contract documents and submitted timely to avoid delays/conflict with the work onsite.
28. Work with both Superintendent and PM to ensure materials arrive onsite when needed.
29. Assist PM to manage closeout activities such as O&M manual generation, inspections, punch lists, permits, certificate of occupancy, and archiving of project files.
30. Prepare the closeout documentation including as-builts, O&M's and warranties. Duties also include ensuring the completion of the review/approval and distribution process.
31. Enforce the terms and conditions of the subcontractors to ensure the work is completed timely and per the Contract document.
32. Supplement the office staff as needed during project bids.

33. Responsible for ensuring job specific records are maintained as current.
34. Prepare for and attend company and project related meetings.
35. Supplement and support other team members as needed to ensure the success of the project and company.

The above is not intended to limit the responsibility of the Assistant Project Manager on the project, but to provide some insight to what is expected of the Assistant Project Manager while for Costello Construction. We are a company that prides itself on doing whatever it takes to complete a project on time, within budget, per the Contract document, and SAFELY. Each of these items is expected from every Costello Construction employee.

Assistant Project Manager Job Description

ACKNOWLEDGEMENT OF RECEIPT

I hereby acknowledge receipt of and have read and understand all responsibilities in the Assistant Project Manager Job Description
Of
Costello Construction

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Date Signature of Employee