

## Assistant Project Manager Job Description

**Summary:** As are all employees at Wellen Construction an Assistant Project Manager (APM) is a highly valued employee – our expectation is to have GREAT Assistant Project Managers (PM's) not good ones. APM's support their PM's in accomplishing the overall goals and objectives the PM's have in accomplishing the Project. All APM's should aspire to be PM's and in effect be completing their same job description only under a focused direction from their PM. With that in mind we have the same job description below with the understanding that taking direction from their PM's mixed with their ability to also be assertive and take charge of things is a balance they need to have. A perfect APM would be able to complete a job with minimal to no direction from a PM.

### Project Manager Job Description

**Summary:** As are all employees at Wellen Construction a Project Manager (PM) is a highly valued employee – our expectation is to have GREAT Project Managers (PM's) not good ones. The role of the PM is vital to the success of the project and in the long term the Company. Due to the nature of interaction with the Key Stakeholders for the Company the performance of the PM is seen as having a lasting effect on the Stakeholders' confidence in the Company. PM's are expected as are all employees to use the Mission and Vision Statement of the Company as a guiding principle. Their primary role is to obtain, retain, decipher and disseminate information regarding the construction of the project to the TEAM to ensure accuracy, quality, completion and timeliness. They partner with an OSCM in a project to determine the best means and methods available to the TEAM to complete the work required with the highest standards, meeting all expectations of the project timeline, within the preset budget, and in a safe manner. The Project Manager will specifically be responsible for the financial budget of the project, the schedule, job costing and the overall management of the Job. They are expected to conduct weekly Job Meetings to bring the Team together to specifically address all areas of the job. The overall success of each job is a direct measure of the PM's job performance.

### Skills/Traits Required at a High Level:

**Integrity:** All Wellen Construction Employees are held to a high standard of value. Honesty and forthright are an absolute requirement for all employees of Wellen Construction not only because it will lead to overall success but because it is a cornerstone belief in who we are. A team cannot function when its members cannot trust each other. The PM is a collaborator, partner, and comrade to all they work with and around. If they are unable to earn trust they cannot function at the required level. Integrity is seen in everything one does – from the smallest exchange of information to one's core values. Integrity, honest and truthfulness are not seen on any kind of scale but rather measured in absolute – it is either something you have or you do not have – it is not something that comes and goes!

**Self-Motivation/Self Starter:** Wellen Construction is a team and functions as such. Individuals are expected to participate and operate in a team atmosphere and manner. Individuals are also expected to be motivated from within. The PM is not expected to need high levels of supervision or oversight. They



need to be able to be self-starters and find motivation from doing a “great” job. While collaboration, participation and sharing are useful and expected methods – being able to lead, communicate, supervise and manage need to be done without direction and or direct oversight – “needs hand holding” is clearly not an expected description.

**Organization:** The PM is responsible for budgeting, scheduling, job costing and overall management of the Job – each of these are expected to be clear, neat and organized. Organization skills are difficult to describe in anything but concept. The PM needs to perform with a high degree of organizational skill and aptitude. The ability to record, organize and disseminate tractable communication is necessary at the highest level.

**Leadership:** PM’s need to have a great command of leadership skills. They need to be able to demonstrate confidence in their own abilities and in their agenda. Leading by example is a time proven success and it is expected that PM’s will use this method at all times. They are expected to hold weekly job meetings with their TEAM and set a clear agenda for this meeting and conduct it with authority.

**Collaborator:** Any position that works within the framework of a Team is a collaborator by nature. A PM at Wellen Construction meets and works with many if not all of our key stakeholders. The need to be able to collaborate and synergize with these stakeholders is high. The ability understand priority and help different groups understand what the true priority is in any situation is key – then serving as a key component to reaching the common goal.

**Communicator:** In order to be a collaborator communication is key – this is a highly valued and required trait – in all forms – written, verbal and non-verbal. Communication is not only projection but is also reception (talking and listening) both forms are equally valued. A PM’s clear ability to gather information, organize it, retain it, disseminate it and then confirm that it is clearly understood is paramount to their success. Communication in all forms is seen as necessary to be successful at this.

**Job Description:**

- **Job Estimating** – Participate in and prepare Estimate of Cost for entire job – having the ability and experience to predict/estimate costs in advance. Prepare a neat and cogent outline of cost and be able to communicate areas for cost savings and value engineering.
- **Budget** – Work on budget preparation prior to final contract execution. Be responsible for budget for the life of the project.
- **Scheduling** – Lead in the preparation of a job schedule. Have the ability to manage such schedule and ensure that milestones and goals are met by employees, partners, clients etc.
- **Job Costing** – Work with office staff on a consistent basis to manage cost assignment in accordance with good accounting practice to allow for cost reporting on the project.
- **Information Management (primary priority)** – Have the ability to review plans and construction documentation to decipher, understand and confirm design intent and client/partner desires – working with key stakeholder partners (architects, designers, subcontractors and clients). In areas of uncertainty could effectively communicate the necessary questions etc. needed to



obtain the information. Compile, organize, store and disseminate such information as needed to effectively manage the building process so that a smooth experience is achieved by our clients and partners while delivering superior craftsmanship and quality.

- **Construction Management Oversight** – Construction Management to be performed by an On-Site Construction Manager that you would oversee. This individual would be of high quality and possess the same values and integrity that we expect of all employees.
- **Quality Control** – being the lead person in charge of overseeing the quality of construction. Must have the ability to understand and comprehend the quality of work. Must understand best practices and have the ability to self-educate on items of low experience. Must also possess the ability to manage conflict/confrontation through appropriate and acceptable methods.
- **Overall Job Leadership** – Must possess all skills necessary to be an effective leader for a project. Must have superior interpersonal skills and a demonstrated ability to lead people professionally and effectively.

**Annual Salary range: \$75,000 to \$110,000**

**Other Skills/Traits Required:**

- Valid Massachusetts Driver's License
- Cleanliness – the ability to keep one's public workspace clean and always organized for reasons of appearance.
- Computer Literacy at a high level
- Use of computer, E-Mail and hand-held communication devices
- Use of Microsoft Products – Excel, Project, Outlook and Word at a Minimum
- Pro-Core Project Management Software
- Ability to learn and master our accounting software (SAGE Contractor100) is a must.