



POSITION DESCRIPTION

Title: Assistant Project Manager
Category / Status: Full-Time / Exempt
Effective: November 2020

Summary

Powers & Sons Construction is seeking a full-time Assistant Project Manager who is primarily responsible for collaborating with the Assistant Project Manager in determining project specifications by studying product design, customer requirements, and performance standards. This position will play a significant role in the team and require a self-starter who possesses expertise in construction and engineering. The ideal candidate adds to the overall effectiveness and impact of Power & Sons by providing ongoing and day-to-day connection to both the company and customer, in the context of ensuring project requirements articulated, scoped and managed. Powers & Sons Assistant Project Manager overcome obstacles and push a project forward.

The **Assistant Project Manager** position reports to our **Indianapolis** office.

Key Responsibilities

- Scope, prepare, and maintain the project schedule.
- Document controls - create and maintain a submittal log, RFI log, closeout log, meeting minutes, and other logs, as required.
- Managing project documentation.
- Prepare proposals for changes to the Owner/Architect.
- Prepare monthly billings to the Owner and review subcontractor billings, as required.
- Assure safety compliance and records.
- Assure Quality Control measures and Quality Assurance checks.
- Attend job site meetings and assist as required in preparing/distributing minutes.
- Assist in job site logistic planning.

This description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Some duties, responsibilities and activities may change or be assigned at any time with or without notice.

Skills and Competencies

1. **Leadership** - Drives agenda and takes ownership of the results to create efficiencies. Experienced: Sets strategic direction to affect business results.
2. **Results** - Drive for results and strong commitment to achieve goal. Removes barrier to ensure success. Experienced: Shares vision to drive change.
3. **Collaboration** - Works well with others; actively listens and proactively shares information. Experienced: Leverages relationships to get things done.
4. **Technical Excellence** - Understands systems, processes and regulations to influence actions. Experienced: Leverages technical ability to recommend change and business
5. **Customer Focus** - Build customer relationships and meet client needs. Experienced: Use knowledge and data to anticipate customer needs.

6. **Develop Talent** - Build supportive work environment and develop team to drive business outcomes.

Qualifications

- Bachelor's Degree in construction, architecture, or engineering related major.
- Knowledge of the construction industry practices, procedures, and market trends.
- Dedicated, well-organized, able to plan, prioritize, and manage multiple tasks.
- Detail-oriented, with the ability to focus on quality, accuracy, and attention to detail.
- Able to work under pressure and maintain professionalism when faced with aggressive deadlines.
- Excellent oral and written communication skills, and resource management skills.
- Ability to interact, develop, and maintain a positive professional relationship with all team members.
- A learning leaders' mindset; welcomes training and coaching; and assumes responsibility for their own work.

Travel Requirement: We target projects within one hour of our office.

Salary/Benefits

We offer a competitive total compensation package to include full-time benefits inclusive of medical/dental insurance, life and disability insurance, profit sharing & 401K match.

Application Information

Please submit your resume.

Power & Sons Construction is an equal opportunity employer and is committed to providing an inclusive environment. We do not discriminate on the basis of race, color, religion, gender, gender expression, gender identity, age, national origin, ancestry, disability, marital status, sexual orientation, pregnancy status, military and veteran status, genetic information, and any other status protected by law. We provide qualified applicants and employees reasonable accommodation, when necessary, to enable individuals to complete the application process and/or perform the essential functions of the job.