**Mission First Housing Group**

***Program/Department*** CPM / Construction - Philadelphia

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***Job Title:*** Assistant Project Manager ***Reports to:*** Director of Construction

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***Position Summary:*** TheAssistant Project Manager will provide oversight and coordination with field construction operations and A/E professionals, procurement of materials and equipment, to manage projects to completion on schedule and within budget.

**Essential Functions:**

**Construction**

* Assists in managing the construction plan and schedule developed by the CPM project team.
* Coordinates with subcontractors and field staff to provide clear direction on scope, schedule, and RFIs and contract documents.
* Oversees performance of trade contractors and reviews architectural and engineering drawings to make sure that all specs and regulations are being followed.
* Assist project manager with financial progress, monthly billings, change orders through project close out and resolution of all financial obligations.
* Manages project controls and documents to ensure clear communication with all project stakeholders with the assistance of the project administrator ensuring all parties have the necessary information from project commencement through close out.
* Work to transition the project to property management and maintenance team.

**Pre-Construction:**

* Coordinate with Mission First development team throughout the design and preconstruction process commencing with developing the scope of work, program requirements and key design elements as determined by project funding and overall goals.
* Assist in the development of initial and updated cost estimates and budgets, including performing take offs of contract documents to create scope of work and accurate vendor pricing

and procuring subcontractor bids for project estimates.

* Maintain protocols and processes for clear communication and record-keeping throughout projects.
* Assist to create, monitor and maintain project schedules for both design and construction.
* Identify, track, prioritize and resolve project related issues as directed by Construction Manager.
* Assist in the coordination of design team including consultants as needed (green building, third party inspectors, structural, MEP or civil engineers), and integrate the efforts of in-house technical staff.

**Education and Experience Requirements**

* Minimum of 2 years of experience in construction management with a general contractor in a Project Engineer or Assistant Project Manager role. Experience working with construction field operations is preferred.
* BA/BS in construction management or civil engineering technology program preferred.

* Excellent written and verbal communication skills, good interpersonal skills and strong organizational, analytical and problem resolution skills. Ability to work independently to see assigned tasks through to completion.
* Knowledge of construction means and methods of carpentry, finishes, mechanical, electrical and plumbing systems.
* Experience with Outlook 365, Microsoft Suite, MS Project, Bluebeam and Asite or similar project management software.
* Licensed to drive a motor vehicle, access to an insured motor vehicle in good working condition.
* Willingness to travel within the greater Philadelphia region (New Jersey, PA and Delaware)