



Gary Schmitt, Construction Operations Manager
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614.790.0703

Title: Construction Assistant Project Manager

Reports To: Construction Division Operations Officer

SUMMARY

To provide assistance to project operations staff by engaging in crucial duties and responsibilities necessary to meet company and customer expectations. The successful assistant project manager will accomplish this by aiding the company in meeting or exceeding expected completion dates, ensuring scope compliance and meeting corporate quality standards while achieving company profit expectations. Assistant Project Managers are expected to achieve promotion to project manager in a reasonable timeframe aligned with performance and corporate need.

PERSONAL CHARACTERISTICS

Detail oriented	Ability to manage multiple tasks
Strong computer skills	Record data, interpret data and report
Highly Organized	Good problem solving skills

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Participate in the preplanning, purchasing, strategizing and execution of projects
2. With input from project manager develop and maintain project schedules and measure against baseline schedules. Participate in development of manpower loaded project schedules which include our scope of work aligned with total project construction schedule.
3. Using digital tools such as Bluebeam, MS Project, etc., measure each job's progress weekly for schedule compliance, productivity and report back to management. Engage in recovery process when compliance is deficient.
4. Work with foremen and project managers to develop digital progress drawings and as built drawings for assigned projects
5. Assist project managers with recognizing changes to scope or schedule and aid them with pricing change orders as requested.
6. Assist in the application for and procurement of permits
7. Collect all required information and prepare O & M manuals.



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SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree in mechanical engineering or construction management, or Associate's degree (A. A.) or equivalent from two-year college or technical school combined with one year related experience; or equivalent combination of education and experience. Excellent computer skills including thorough knowledge of Word, Excel and various scheduling software.

LANGUAGE SKILLS

Ability to read, analyze, and interpret construction plans and specifications and construction schedules, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Proficiency in computerized construction scheduling packages.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee is occasionally required to stand and climb or balance.



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WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.