

Construction Assistant Project Manager

JOB TITLE:

Construction Assistant Project Manager

JOB INDUSTRY:

Construction

JOB SUMMARY:

Bengoa Construction Inc. is a Structural Repair, Strengthening and Waterproofing contractor in Southeast Florida. Bengoa specializes in many repair techniques that are essential for the restoration and/or the improvement of existing structures. These repair techniques include demolition, concrete repairs, waterproofing, masonry repairs among many others.

Since its establishment in 2010, Bengoa has completed over 200 restoration projects in both residential and commercial markets. The nature of these projects varied in scope such as building envelope repairs, garage repairs, recreational deck repairs, pool repairs and specialized structural rehabilitation.

Over the years, Bengoa has become one of the key players in the industry and its growing at steady pace. Today, we generate about \$20MM in annual sales and staff about 125 people. Bengoa's success is supported by the vast experience of its team members in cost estimation, sales, project management, quality control and safety performance.

Currently, Bengoa is looking to increase its project management capacity in order to sustain its steady growth. Therefore, we are looking for ideal candidates who are passionate about the construction industry and are looking for developing a career with a well-established organization. The ideal candidate will be joining our team as an Assistant Project Manager.

JOB RESPONSIBILITIES:

An Assistant Project Manager is a key member of the project team and works directly with the project manager. Some of the essential responsibilities for an individual in this position are as follows:

- 1) Have an in-depth understanding of job specifications, drawings and construction products.
- 2) Attend pre-planning meetings with project team.
- 3) Maintain project's budget and schedule.
- 4) Collect and review purchase orders with project team.
- 5) Update progress of work and compare it against projected schedule.
- 6) Review work in progress on a daily basis.
- 7) Maintain accurate project documentation such as submittals, inspection reports, as-built reports, change orders, etc.
- 8) Prepare subcontract agreements for vendors selected by project team.
- 9) Coordinate meetings with subcontractors to ensure project schedule is met.
- 10) Prepare monthly payment applications and review it with Owner Representative prior to submitting it.
- 11) Follow on promptly approval of submitted documentation such as payment applications, change orders, product information (submittals), request for information (RFI), etc.
- 12) Attend progress meeting with Project Manager and maintain progress meeting minutes.

- 13) Attend monthly meetings with Upper Management to report on project status.
- 14) Update project status in PROCORE platform daily.
- 15) Ensure all jobsites are safety compliant by performing frequent safety audits.
- 16) Ensure quality of work by following up on set standards and construction techniques.
- 17) Schedule project inspections as needed and ensure all inspections are properly approved by City.

JOB QUALIFICATIONS:

An individual applying for this position shall meet the following minimum requirements:

- 1) Authorized to legally work in USA
- 2) 4-year construction related degree such as Civil Engineering, Architecture, and/or Construction Management.
- 3) Understanding of construction documents – Blueprints, specifications, etc.
- 4) Speak, read, and write English fluently. Spanish bilingual is a plus, but not a requirement.
- 5) High moral and ethical standards.
- 6) Excellent interpersonal skills.
- 7) Eager to work in a collaborative work environment.
- 8) Knowledge in the use of Microsoft applications such as MS Excel, Word and Project.

SALARY & COMPENSATION PACKAGE:

The compensation and benefits package for this position includes a yearly salary within the industry standards, as well as vacation time, Health, Dental, and Vision Insurance, 401K Plan, and (6) major federal holidays among other benefits.