



Job Posting Assistant Construction Manager – Richmond, Tx

ABOUT THE JOB:

Employee will report to the Corporate office in Houston, Texas. The job site is located in Richmond, Texas

JOB DESCRIPTION

Assistant Construction Manager
FLSA Status: Full Time Exempt
Department(s): Project Management
Reports to: Program Manager, Project Executive, or Regional Vice President in Houston, Texas

JOB SUMMARY :

The Assistant Construction Manager (ACM) will assist the Construction Manager as the Owner's Representative in overseeing the field execution and completion of assigned construction projects. The ACM will assist in managing the owner's scope, schedule, and budget for the project. The ACM will ensure contractors' compliance with design drawings and specifications. The Assistant Construction Manager will coordinate and interact with Architect, Engineer(s), and Contractor(s) and will develop and maintain project reports.

MINIMUM QUALIFICATIONS:

- 2 years of experience in the Construction field, i.e., vertical construction, construction codes, QA/QC practices, scheduling, project controls, and construction coordination,
- Understands the aspects of each stage of the Design and Construction process,
- Has knowledge of construction terminology, practices, methods, techniques, sequences, materials, equipment, scheduling and estimating,
- General knowledge of utilities and horizontal construction,
- Computer skills and knowledge with the following systems: MS Office Basic, MS Windows, Word, Excel, Internet Browser, Construction Software,
- Strong and effective communication skills (written and oral),
- Experience with business and technical writing,
- Strong organizational skills, detail oriented, excellent customer service skills, exceptional interpersonal relations and a CAN-DO attitude,

- Satisfactory Background Check, as determined by Human Resources.

EDUCATION: High school diploma, or a high school diploma equivalency.

LICENSES/CERTIFICATIONS: Current Texas Driver's license, a satisfactory driving record, and proof of vehicular insurance

PREFERRED QUALIFICATIONS: Bachelor's degree in Construction Management, Architecture, Engineering or related field.

ESSENTIAL JOB FUNCTIONS:

- Assists the Construction Manager (CM) or Project Manager (PM) with duties related to respective project(s).
- Reads and interprets Contract Documents (Plans, Specs, Contracts, etc).
- Sets up and implements project document controls (RFI's, submittals, PerfChange Orders, etc)
- Performs Quality Assurance checks in the field to ensure that constructed work meets the intent of the Contract Documents.
- Documents and reports any deficiencies discovered in the constructed work.
- Assists with generating "punchlists".
- Assists in coordinating project closeout and delivers of all project documents to Owner (warranties, extra materials, etc).
- Attends regular construction related meetings and record/distribute meeting minutes.
- Generates reports on status of receivables, deliverables, outstanding issues, etc.
- Tracks progress on construction to ensure compliance with proposed construction schedules.
- Assists in coordinating Owner activities (occupancy, furniture, moving, etc)
- Assists in Constructability review of contract documents.
- Provides material quantity/cost takeoffs when necessary to review potential Change Orders or Cost Implications, and advise CM accordingly.
- Records and posts all changes to the respective project documents to maintain a set of "posted" conformed documents, which reflect all contract changes to date.
- Reviews Payment Applications from Contractors to ensure that requested payments are consistent with field progress.
- Participates in company training/continuing education programs and attends corporate events/functions
- Performs other duties as assigned.

PHYSICAL ABILITIES AND REQUIREMENTS:

The physical activity of this position:

Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor

is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.

Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.

Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.

Kneeling. Bending legs at knee to come to a rest on knee or knees.

Crouching. Bending the body downward and forward by bending leg and spine.

Crawling. Moving about on hands and knees or hands and feet.

Reaching. Extending hand(s) and arm(s) in any direction.

Standing. Particularly for sustained periods of time.

Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.

Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.

Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.

Grasping. Applying pressure to an object with the fingers and palm.

Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.

Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.

The physical requirements of this position:

Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

The visual acuity requirements including color, depth perception, and field vision:

The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

The conditions the worker will be subject to in this position:

The worker is subject to both environmental conditions. Activities occur inside and outside.

The worker is subject to extreme cold. Temperatures typically below 32 for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.

The worker is subject to extreme heat. Temperatures above 100 for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.

The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.

The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.

The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.

The worker is frequently in close quarters, crawl spaces, shafts, man holes, small enclosed rooms, small sewage and line pipes, and other areas that could cause claustrophobia.

The worker is required to function in narrow aisles or passageways.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.