



Position Title:	Associate Project Manager	Job Code:	0749-00E
Reports To:	Director	Job Group:	PENC
Department:	Design and Construction	Salary Grade:	13
Prepared By/Date:	Jennifer Brito/04-29-2009	FLSA Status:	Exempt
Approved By/Date:	Curtis Reynolds/10-23-2009		
Revised:	Jennifer Brito/10-29-2009		

Summary:

The Associate Project Manager will manage construction projects including new construction, minor alterations and maintenance projects.

Essential Duties and Responsibilities:

- Manages new, remodeling/renovation, construction and maintains projects from inception to closeout
- Performs preliminary estimating and design that requires meeting with clients
- Works with consultants
- Researches programmatic needs
- Delineates the scope of a project
- Researches existing drawings
- Makes field investigations
- Provides project information and College standards to consultants
- Tracks and communicates budgetary and schedule changes
- Assists in coordinating project reviews
- Provides technical information when needed
- Assists professional staff with ongoing planning, design and construction administration efforts
- Assists in developing and maintaining portions of the College standards and responsible for the budget and/or design coordination, purchase and installation associated with renovation work
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Must be able to manage multiple projects simultaneously, and convey financial plans and project procedures to clients
- Knowledge of contracting financial documents and of construction practices and procedures is highly desired
- Excellent interpersonal skills, oral and written communication skills, organizational and decision-making skills are essential
- Must have working knowledge of Microsoft Excel and Word software
- Ability to develop advanced financial skills and ability to work with greater independence
- Ability to work in a multi-cultural and multi-ethnic environment.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

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 sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

The employee must occasionally lift and/or move up to 20 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree in Architecture, Engineering, Contracting, Management or related field and four(4) years of related experience;

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name