

ASSISTANT PROJECT MANAGER

JOB OBJECTIVE

The Responsibilities of the Assistant Project Manager are to assist in the daily operations of the Project Manager. Below is a list of daily responsibilities to be administered and adhered to by the Assistant Project Manager.

RESPONSIBILITIES

OWNER

1. Project Directory:
 - Retrieve Owner, Architect, Engineer(s), Expediter, Building Management, and Legacy Project Team Information
 - Combine information onto Project Directory Template.
 - Save in O: Drive under 'Owner Book' in a folder Labeled 'Project Directory'.
 - Email to the entire Project Team to ensure all information is correct.
2. Drawings:
 - The contract Set will be created through the PM and Purchasing.
 - When a revised drawing is issued the received email is saved in a new folder designated for that revision (i.e. "Addendum #1 received 2.24.14).
 - Forward the drawings to the subcontractors. Save the forwarded email.
 - Update the drawing manifest and email to the PM/Super.
3. Submittals:
 - APM and Super coordinate the log. Once completed, review and finalize with the PM.
 - Obtain cut sheets/samples per item.
 - Create submittal package to include all cut sheets and/or samples with detailed Submittal Coversheet, tagging each item for architects review.
 - Review package with PM for approval. Send to architect and any other necessary parties. Save the sent emails in the appropriate submittal folder.
 - Update the submittal log with each line item of the package.
 - Once submittal is returned, save the email accordingly.
 - Forward the submittal to the necessary subcontractor/vendor, save the forwarded email accordingly.
 - With each sent or received item, update the log accordingly.

4. Requests for information (RFI):

- When question is sent in from either PM/Super, validate RFI and generate on template.
- Have PM review and approve prior to sending.
- Send to appropriate party and copy all necessary people on email.
- Save sent email on O: drive and update RFI Log.
- Once response comes back, save email in the folder update the log and forward to necessary parties.
- Save forwarded email.

5. Change Orders:

- COR is generated and emailed to the client by the PM. APM is copied and saves the email in the appropriate file.
- APM saves the status email in the folder. (i.e. approved, rejected etc.) and updates the log.
- When an emailed approval is received –
 - The PM puts together the approval package (consisting of the emailed approval, summary sheet and scope sheet) and hands off to APM.
 - APM submits the hard copy to purchasing.
 - APM follows up with the PM to get the signed cover page.
- When a cover page signed approval is received –
 - The PM puts together the approval package (consisting of the signed cover page, summary sheet and scope sheet) and hands off to APM.
 - APM give the hard copy to purchasing to enter.

6. Permits:

- File PW2 forms on O: drive once signed.
- Mail signed PW2 forms to necessary party (usually expeditor).
- Follow up with Permit Status.
- Once permit is received file in O: drive and fill out Noise Mitigation Form.
- Execute Noise Mitigation and file in O: drive.
- Print as many copies of the noise mitigation form and permits as requested by PM or Super.
- When DOB drawing set is received, scan and save on the O: drive. Hard copy goes to the super and remains on site for the projects duration.

7. Incident Reports:

- Receive from super, save on the O: drive and submit to HR.

SUBCONTRACTORS

1. Subcontracts:

- When Purchasing sends out a Notice to Proceed, update the project directory and obtain the insurance (see “Insurance” below).
- Purchasing will send out the Draft AIA or Simple Subcontract. APM creates a folder in the sub book (i.e. 14005-001 Premier Builders) and saves the draft.
- Once received, Purchasing will forward the fully executed contract to all parties. APM saves in the designated folder.

2. Exhibits:

- Set up Exhibits B-G in an “Exhibits” folder saved in the Sub Book.
- Forward to the Purchasing Admin for use in the contracts.

3. Sub Insurance:

- Follow up with subcontractor until the insurance is received. Review for accuracy.
- Save in the O drive in the designated subs folder.
- Forward to the Purchasing Admin who will add to the red subcontract folder.

4. Sub Change Orders:

- Receive Change Order Request approval package from the PM and submit to purchasing.
- Purchasing enters into Masterbuilder and sends the PM/APM an updated CO log.
- Purchasing will email out the sub CO and copy the PM/APM.
- APM saves the sent email in the sub book under the designated subcontractor folder.
- APM responsible to get the signed change order and save in the sub book.

5. Purchase Orders:

- Super/PM will issue a PO to APM, do not accept unless on the correct PO form.
- APM gets the PM approval to place to order.
- Submit the PO into purchasing who then will process and order.
- Purchasing will email notify that the order was placed with a copy of the PO
- APM correctly saves the PO in the O: Drive
- Super responsible to follow up on delivery and order status.
- Once delivery is received, the super gives the packaging slip to PM to submit to purchasing, who then matches it up with the vendor invoice and Master builder PO and submits to accounting.

CLOSE OUTS

1. Inspections:
 - Coordinate special inspections with the super
2. Warranties/Guaranties
 - Coordinate with the APM and sub all labor and manufacturer warranties.
3. As-built
 - Coordinate with the APM and sub all required as built.