



**Title:** Assistant Project Manager, Capital Projects

**Reports To:** Director of Capital Projects

**Location:** Brighton, MA

### **GENERAL SUMMARY**

This position will provide assistance in the areas of project oversight and daily project controls to ensure successful project delivery. This individual will work with the Director of Capital Projects in delivering projects on time, on budget and successfully meet all project expectations. As APM, s/he will interact daily with in-house staff from other departments, outside vendors, and construction staff as well as the different project teams of architects and consultants.

### **ESSENTIAL JOB FUNCTIONS**

- Responsible for project oversight and daily project controls to ensure successful project outcomes.
- Create and coordinate project plans and schedules
- Monitor project schedules to ensure on-time delivery
- Prepare estimates on project budgets
- Prepare agendas for project meetings
- Delivery of projects on time and on budget while successfully meeting project expectations.
- Daily communication with in-house staff from other departments, outside vendors, and construction staff as well as the different project teams of architects and related consultants.

### **OTHER DUTIES AND RESPONSIBILITIES MAY INCLUDE:**

- Assist in cost control, change order management, tenant relations, day to day coordination, and varied administrative and organizational tasks
- Responsible for sub-contractor pre-qualification and selection, safety management and contracts management through project close out
- Participate in the development and implementation of the various project schedules

### **PREPARATION, KNOWLEDGE, SKILLS AND ABILITIES**

- A degree in a construction-related field such a building technologies, facilities management or equivalent five years' experience
- Ability to work independently and has exceptional organizational skills
- Excellent verbal and written communication skills are required
- Familiarity with HUD regulations, affordable housing regulation, and occupied rehabilitation preferred

#### **SUPERVISORY RESPONSIBILITY**

None

#### **WORKING CONDITIONS/PHYSICAL DEMANDS**

- Normal office environment and active construction sites

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

*\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis*

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