



Title: Assistant Project Manager

Classification: Exempt
Reports to: ATL Project Manager
Location: Atlanta SBL

Salary Family: Salary
Date: 04/15/2019

Summary/Objective

The Assistant Project Manager manages all aspects of complex projects from inception to conclusion. Assistant Project Managers must demonstrate knowledge in civil engineering principles, practices and methods, environmental regulations, engineering project management methods, workplace safety, budgeting, employee supervision and personnel management. A Assistant Project Manager must be flexible and able to work well in a fast-paced environment. He or she should be competent in handling simultaneously occurring tasks and smaller projects, and have excellent written and oral communication skills.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Reviews project plans and proposals, then works with management to develop project objectives.
2. Identifies project responsibilities by determining the phases and elements of the project.
3. Calculates time frames and sequences the stages of the project.
4. Prepares and distributes a description and timeline of the project.
5. Studies product design, customer requirements performance standards, then determines project specifications.
6. Through project coordination meetings and other forms of communication, oversees and coordinates the technical aspects of the project.
7. Prepares status reports and regularly monitors budgets, contractors and schedules.
8. Allocates project resources appropriately; approves expenditures; employee contractor contracts.
9. Keeps an accurate record and electronic data base of all elements of the projects.
10. Experience/knowledge with P6 or similar project management software.
11. Assist on unassigned projects as requested.
12. Always willing to help with other projects or office work.

Competencies

1. Project Management
2. Oral and Written Communication skills
3. Analytical and mathematical skills
4. Quick thinking
5. Organizational Skills

Supervisory Responsibility

No direct supervisory duties, though management of projects includes directing project related activities of the project team members.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles, moving mechanical parts and vibration. The noise level in the work environment and manufacturing sites can be loud. Office/mobile office and outside environment should be expected as needs of the position requires. Maybe additionally exposed to load noises and construction zone hazards.

Physical Demands

This is largely a position that requires office and physical work demand. This would require the ability to lift files, open filing cabinets, bend or stand as necessary, kneel, twist, lift, use tools, drive for long periods of time and continued change from sitting to standing.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Expected Hours of Work

This is a full-time position. The typical work days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m., project



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requirements and needs may alter typical work days and hours. Significant amount of evenings and weekends will be required, to include extensive travel.

Travel

Travel is required

Required Education and Experience

1. Associates degree in civil engineering
2. 2 – 4 years of construction experience

Preferred Education and Experience

1. Bachelor's Degree in Civil Engineering
2. 1 – 3 years of construction experience

Work Authorization/Security Clearance

10 to 15 year background check.

AAP/EEO Statement:

Hi-Lite is an EEO Company. It is the policy of Hi-Lite to prohibit discrimination and harassment of any type and to afford EEO to all employees and applicants without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. Hi-Lite complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. Hi-Lite's EEO policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.