

# RQ CONSTRUCTION, LLC

## Job Description

<b>Position Title:</b>	Assistant Project Manager (APM)
<b>Department:</b>	Operations
<b>Type of Position:</b>	Full-time
<b>FLSA Status:</b>	Exempt
<b>Report Structure:</b>	Reports to the assigned Project Manager (PM), with oversight from the Project Executive (PX). The Project Engineer (PE) reports to this position as assigned for daily assignments.

### GENERAL SUMMARY/ESSENTIAL PURPOSE:

This position is responsible for providing support to the PM in managing all assigned aspects and phases of a commercial construction project from conceptual development to final completion, usually through organizing, planning, directing, scheduling, coordinating, monitoring, and personnel management processes. The APM may assist the PM on larger projects, be responsible for a defined area or scope of a larger project under PM supervision, or be solely responsible for a single, small to medium project.

### COMPETENCIES REQUIRED:

- **Design Management** - Ensures that design consultants have the information and supply chain partners on board that are needed to successfully complete design. Assists in managing design opportunities through constructability reviews and cost management strategies. Demonstrates the ability to gain buy-in from client on most effective design.
- **Budget Control** - Knowledge and management of costs throughout project. Initiation of value driven decisions. Seeks to find opportunities to improve margins over bid day expectations. Ability to report transparently, but also able to forecast granularly and accurately.
- **Construction Knowledge** - Knows means and methods of construction and trade knowledge well enough to produce effective project strategies and maintain subcontractor/consultant accountability.
- **Client Change Order (CO) Management** - Maintains appropriate knowledge of RFP, project, costs, etc. to allow for positive client management and document control, in adherence with the required CO process. Establishes and maintains good client relations, good "selling," and documentation.
- **Document Control** - Manages assigned document control systems by ensuring required design and construction documentation is gathered, processed, and submitted throughout the conceptual, preconstruction, building, and close-out phases of a project in accordance with RQ protocol.
- **Engagement with Safety** - Assists in developing, supporting, and implementing jobsite security and safety programs for each project with the support of the Superintendent, the Site Safety and Health Officer, and the corporate Safety department.



- **Engagement with Quality Control** - Assists in developing, supporting, and implementing the project quality control program for each project with the support of the QC Manager.
- **Buyout** - Executes assigned buyout strategy, analyzes subcontractor bids, ensures coverage and compliance with project requirements, support of the project schedule, and optimum cost control.
- **Subcontractor Management** - Holds subcontractor accountable to their scope and requirements according to their contract with performance optimization and the fostering of relationships in mind.
- **Viewpoint Expertise** - Mastery of Viewpoint to ensure adherence with process and procedure.
- **P6 Expertise** - Ability to develop, comprehend, communicate, and strategically manage the project schedule in P6.
- **Schedule Management** - Assists in creating/tracking/updating the master integrated project schedule in accordance with the RQ scheduling protocol and systems. Maintains strategic planning and sequencing and re-planning throughout the project, including updates, impacts, timely notifications, etc. Oversees the actions of the independent scheduler (when applicable).
- **Knowledge of Environmental Compliance** - Understands the requirements and processes, including LEED, SWPPP, hazardous materials, wildlife, etc.
- **Knowledge and Implementation of DoD and Base Requirements** - Knows the applicable level of information about the DoD and Base needed to effectively lead and manage project and team.
- **Stakeholder Focus** - Develops and maintains effective and strategic working relationships with others. Treats customers, the public, subcontractors, sub-consultants, and our own staff with courtesy, respect, dignity, fairness, honesty, and presents a positive public image. Handles emotions of self and others well, maintains self-confidence, and controls emotional reactions.
- **Leadership** - Conducts one's self with empathy and self-awareness, motivating, influencing, and aligning a team toward a vision and/or goal. Takes initiative on behalf of others with good judgment. Leads by example.
- **Initiative** - Thinks ahead to anticipate future needs and opportunities. Identifies problems, obstacles, or opportunities and takes action to address issues. Executes duties without reminders. Does tasks that need to be done without direction (as applicable). Takes initiative on the behalf of others.
- **Project Strategies** - Identifies and manages opportunity, while mitigating risk on a project.
- **Effective Team Member** - Works and communicates effectively with colleagues and work teams; developing effective working relationships, facilitating groups, and communicating effectively with a wide variety of individuals and audiences. Receptive to training, coaching, and direction and follows through appropriately.

## PRINCIPAL DUTIES AND RESPONSIBILITIES:

### Conceptual and Preconstruction Phases – 20% of Time (Variable)

1. Maintains thorough knowledge of project requirements, estimate, schedule, budget and structure tools to ensure use and application of throughout the project.
2. Implements document control process (e.g., RFI, etc.) for the project under the direction of the PM, and maintains the process throughout the duration of the project, in

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Viewpoint.

3. Assists the PM in developing a job specific buyout strategy and implements strategy through analysis of assigned subcontractor bids, to ensure coverage and compliance with project requirements.
4. Assists PM with fulfilling design responsibilities, by facilitating flow of design information, documentation, and distribution.
5. Assists with reviewing and developing subcontractor scopes, as assigned by PM, and tracking the status of subcontracts (thorough knowledge of estimate).
6. Assists PM with assigned aspects of client billings and job costing.
7. Demonstrates a developing understanding of owner contract and subcontractor boilerplate requirements (FARs, subcontract exhibits, etc.).
8. Assists PM with negotiation and dispute resolution on a project.
9. Assists in creating the master integrated project schedule through collaboration with PM, DPM, Superintendent, critical subcontractors, and the PX and in accordance with the RQ scheduling protocol and systems.
10. Assists with managing the Add/Deduct or Clarification/Deviation list.
11. Assists with constructability reviews and quantity takeoffs.
12. Assists in tracking small business requirements. <sup>M</sup>
13. Assists the PM in the transition of the project estimate from Estimating to the creation of the actual project budget.
14. If directed, prepares and maintains a project directory of suppliers, subcontractors, consultants, and vendors. <sup>M</sup>
15. Assists with obtaining project permits (building, environmental, air quality, access, etc.).<sup>M</sup>

### **Construction and Closeout Phases – 60% of Time (Variable)**

16. Assists the PM in managing subcontract agreements with knowledge of scope and agreed to terms.
17. Supports the implementation of jobsite security, quality control, and safety programs for project with the support of the project field team and the corporate Safety and QC

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<sup>M</sup> This is considered a marginal function as defined by the Americans with Disabilities Act, meaning: 1) It is not one of the primary reasons that the position exists, 2) It does not require expertise to perform, and 3) There are other employees available who could perform the function, if needed. This duty is still required to be performed in this role, however.

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Directors.<sup>M</sup>

18. Conducts daily on-site observations of work during construction to assist in monitoring compliance with safety, quality, production, and overall project status.
19. Implements document control systems, with approval of PM, by gathering, processing, and submitting documentation throughout the conceptual, preconstruction, building, and close-out phases of a project in accordance with RQ protocol (e.g., change orders, RFIs, ASIs, submittals, drawing logs, warranties, certificates, Red Zone reports/documentation, LEED documentation, As-Builts, etc.).
20. If directed by PM, leads project close-out, tracking RQ Red Zone status, and implementation of all project requirements.
21. Represents RQ, as directed, by promoting positive public relations and stakeholder relationships at official functions, at jobsites, in meetings, through consultant or subcontractors meetings, etc.
22. Assists, as directed, in tracking and updating the master schedule, the integration of production management/Look Ahead process, and ensures appropriate and timely communication thereof.
23. Assists in developing appropriate actions to deal with project impacts and incorporating the results into updating project budgets and timelines in accordance with the RFP requirements.
24. Assists in implementing construction processes, procedures, standards, report preparation, and initiative methods for process improvement in both design and construction in conjunction with department and corporate goals.
25. Assists the PM with tracking, projecting, making appropriate changes, and preparing required project cost reporting to stakeholders.
26. Reviews assigned submittals for technical, key strategy (LEED, customer, Risk, User, SB, procurement, etc.) and scope compliance for approval by the QC Manager or PM and distributes the reviewed submittals to the appropriate stakeholder(s).
27. Communicates with stakeholders regarding project issues, concerns, and problems, and makes recommendations for problem solving or process improvement opportunities.
28. Assists the PM and Superintendent in evaluating construction means and methods for cost effectiveness.
29. Assists the Superintendent with project mobilization/demobilization.<sup>M</sup>

### **Project Support and Management - 20% of Time (Variable)**



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30. Maintains intimate working knowledge of required Contract Documents, RFP, Issued for Construction (IFC) documents, proposal, and other applicable documents to determine appropriate conceptual and construction methods.
  31. Enhances RQ's corporate image through professional presentation of jobsite, setup, and personnel.
  32. Responsible for supporting project defined goals.
  33. Participates in daily site/office, weekly project team, department staff, client, and company meetings to assist in maintaining targeted schedules and budgets, compliance with design and construction documentation, maintaining stakeholder communication, and project team development.
  34. Assists with managing contacts with subcontractors, vendors, etc. in an effort to establish and build strategic relationships that may produce possible partnerships or business opportunities for the future of the company.
  35. Leverages experience, intuition, and RQ Lessons Learned to drive and apply good management decisions. Logs lessons learned in defined Lessons Learned database.
  36. Participates as an active member of the Corporate Operations team providing suggestions for process improvement in both design and construction.
  37. Manages the job performance of direct reports, if assigned, by conducting the following: training, instructing, coaching, and mentoring employees in job duties and company policies; Goals and Controls; identifying causes and issues in employee performance, and recommending appropriate personnel action to assigned supervisor.
  38. Responsible for monitoring and initiating active steps forward in implementing individual Personal Development Plan (PDP).
  39. Performs other duties as assigned and agreed upon with supervisor. <sup>M</sup>

Total Time = 100%

#### **QUALIFICATIONS: (Knowledge, skills, abilities, and other characteristics needed to perform job)**

- Knowledge of building and construction materials, methods, systems, documentation, terminology, and the tools involved in the construction, repair, or remodeling of buildings and other structures to assist in design development and construction implementation.
- Knowledge of administrative and management principles involved in strategic planning, resource allocation, human resources modeling, leadership vs. management technique, constructive feedback, production methods, and coordination of people and resources.
- Knowledge of principles and processes for providing customer and personal services, including client (e.g., government, private, public, etc.), client needs assessment,



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meeting quality standards for services, and evaluation of customer satisfaction.

- Knowledge of practical application of building engineering science and technology. This includes applying principles, techniques, and procedures toward the design and production of buildings and structures.
- Knowledge of design techniques, phases, tools, theories, and principles involved in the production and submittal of plans, drawings, models, and specifications.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar to assist in technical and business writing.
- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective safety operations for the protection of people, property, and structures.
- Knowledge of economic and accounting principles and practices, the analysis and reporting of financial data, the use of arithmetic and algebra and their applications to design and construction production.
- Knowledge of principles and procedures for personnel training, labor relations and negotiation, and personnel information systems.
- Knowledge of laws, legal codes, and government regulations to assist with compliance and regulatory practices.
- Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of project structures.
- Knowledge of principles and methods for training design, teaching and instruction for individuals and groups, and the measurement of training effects to assist in promoting the development of all team members.
- Demonstrates time management skills to facilitate the management of personal, team, project, and corporate objectives.
- Demonstrates active listening and learning by giving full attention to what others are saying, taking time to understand the points being made, asking questions as appropriate, and applying newly acquired information to both current and future problem-solving and decision-making.
- Demonstrates complex problem solving and critical thinking skills to facilitate alternative solution identification, implementation and monitoring that is creative and original.
- Demonstrates the management of personnel resources by motivating, developing, teaching, coaching, and directing team members as they work and making efforts to support team building activities for entire project team.
- Demonstrates to others public speaking and writing skills to convey information effectively, whether individually or in group settings.
- Demonstrates coordination and monitoring skills, to assist in adjusting project actions in relation to others' actions and to assist in monitoring/assessing performance of oneself, other team members, or organizational members to make improvement or recommend corrective action.
- Demonstrates negotiation skills to bring others together and trying to reconcile

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differences.

- Demonstrates judgment and decision making skills in determining the relative costs and benefits of potential actions on a project, team member, etc., and to choose the most appropriate option.
- Demonstrates the management of financial resources by determining how money will be spent to get the work done, and accounting for expenditures on a project all under the direction of the PM and PX.
- Demonstrates reading comprehension skills to facilitate the understanding of work related documents, answering inquiries regarding design/build practices, and incorporating the implications of new information into design, documentation, construction, and close-out processes.
- Demonstrates social perceptiveness skills by being aware of others' reactions and understanding why they react as they do and incorporating those reactions into the personnel management.
- Demonstrates building systems analysis and evaluation skills to assist in determining how a system project should work relative to project goals and how corrective action, changes in conditions, operations, and the environment will affect the outcomes and overall performance of a project.
- Ability to comprehend and follow written and oral instructions to assist in communicating information and ideas in a way that others will clearly understand.
- Ability to tell when something on a project is wrong or likely to go wrong through problem sensitivity and identification. This facilitates the process of problem solving on a project.
- Ability to deductively apply general rules to specific project problems.
- Ability to order project information by arranging things, actions, or processes in a certain order according to specific rules or set of rules for a given project.
- Ability to use Microsoft Office (Word, Excel, Outlook, Powerpoint, etc.) and the Internet to assist in completing various administrative aspects of the position.
- Ability to operate various project management software (Primavera, Viewpoint, etc.) to assist in managing the schedule and budget of a project.
- Demonstrates initiative to take action and a willingness to take on responsibilities and challenges.
- Demonstrates self-discipline and personal effectiveness in accomplishing enterprise and project goals.
- Demonstrates consistent commitment to RQ's Mission, Vision, and Values.

## **EDUCATION & EXPERIENCE:**

- A BA/BS degree in Engineering, Construction Management, or related field is the minimum formal education required for this position. A combination of equivalent work experience and training in the field may be qualifying.
- Four or more years work experience in the construction industry or equivalent experience preferred, with one or more years' experience as a Project Engineer

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required.

- Computer literacy (Microsoft Office, Outlook, Internet, etc.) required.
- Specific software literacy (Primavera 3/6, Viewpoint, BIM, Revit) preferred.
- CPR, First Aid, and OSHA 30-hour Certifications required. Training can be provided.
- LEED GA Credential desirable.