



BW CONSTRUCTION

ASSISTANT PROJECT MANAGER (FULL-TIME)

Position Description: Supports the Project Manager in overseeing and coordinating construction projects. Help ensure that the project runs smoothly by assisting in planning, scheduling, and communication with stakeholders.

Reports To: Director of Construction

Duties & Responsibilities:

- Responsible for day-to-day management of multiple construction projects at BW Construction.
- May perform other duties such as assist project engineer or project superintendent duties to support team on projects.
- Supervision will require working daily from the corporate office and site visits as required to perform duties.
- From time to time your duties may require you to work full time onsite.
- Integrate and manage files into Procore Software Management including but not limited to drawing files, specification, submittals, RFI's, meeting minutes, permits, safety related reports.
- Establish submittal log for assigned projects and update weekly until all submittals are received from project team.
- Perform subcontractor buyout reviews of scope. Formulate Exhibit A site specific scope of work document for subcontracts.
- Collect, manage, and review subcontractor schedule of values during contract review for integration into subcontracts.
- Write and execute subcontracts for subcontractors assigned to construction projects.
- Pull necessary permits for projects assigned to.
- Establish utility agreements for projects assigned to with local utility companies
- Establish purchase order for reoccurring services associated with job such as dumpsters, trailers, jobsite cameras, toilet facilities.
- Ensure all contracts are returned from subcontractors and executed within 14 days of sending out contract.
- Collection of all COI, W-9, and bonds from subcontractors and turnover to CFO for review.
- Formulate overall project schedule after conducting subcontractor interviews during buyout to establish construction schedule duration.
- Maintain and update overall project schedules with project team weekly
- Formulate and carry out 4-week look ahead schedule with subcontractors and project team.

- Conduct and report in Procore subcontractor meeting minutes, OAC Meetings, and any other meetings needed.