

Job Description: Assistant Project Manager

Summary of Responsibilities

The Assistant Project Manager is responsible for identifying and managing construction projects to deliver exceptional results for our clients and generate profits for Bognet. The Assistant Project Manager should lead by example and personify The BOGNET Way.

Relentlessly Proactive

At Bognet, our business strategy is to be the most proactive General Contractor in the Washington metropolitan area. Therefore, we hold every employee to the standard of being “*Relentlessly Proactive*,” and we expect this behavior to permeate every activity.

The Relentlessly Proactive Assistant Project Manager

- Develops solutions to make sure that issues never become problems.
- Studies bid specs carefully, looking for potential issues before we ever start the job.
- Asks lots of questions and sees things that other firms miss.
- Studies drawings in detail and ask lots of “what-if” questions.
- Develops contingency plans in advance – just in case an item on the critical path is delayed.
- Holds our subcontractors to the same standard of being *Relentlessly Proactive*.
- Makes sure that our client never has to wonder what is happening with their job. We would rather over-communicate than under-communicate.
- Does whatever it takes to deliver on our promise. We do what we say we will do, when we say we will do it.

Managing Projects - The BOGNET Way

Build Long Term Relationships

- Business Development
 - Develop a comprehensive Business Development plan to generate at least \$1M in business.
 - Attend at least one networking event per month.
 - Attend industry, social and non-profit events to build relationships and identify new opportunities.
- Client Relationships
 - Proactively build and sustain relationships with targeted clients.
 - Proactively communicate with the client team at all times.
- Subcontractor Relationships
 - Proactively develop relationships with the subcontractor community.
 - Return phone calls as if the subcontractor was a client.

- Ensure that subcontractor invoices are reviewed and approved within 5 business days.

Operate as One Team

- Provide information to the Senior PM/Team leader to ensure that they are prepared for Bognet Executive Team meetings
- Demonstrate a comprehensive knowledge of the status of every project under your control.
- Work with on-site Superintendents to deliver the highest possible quality and customer satisfaction.
- Build strong win-win relationships with other departments within Bognet, including accounting, marketing, business development, estimating, and superintendents.

Go the Extra Mile

- Ensure that every project is managed to maximize client satisfaction.
 - Track project and materials delivery to ensure that Bognet commitments are met.
 - Ensure that the project quality control plan is in effect and followed.
 - Ensure that the punch list is completed to the client's satisfaction.
 - Submit project change orders to clients within one week of request.
 - Complete and distribute meeting minutes within 72 hours of progress meetings.
 - Return all calls and e-mails within 24 hours.
 - Prepare, complete, and submit O&M manuals to clients within 30 days of substantial completion.
 - Complete WIP reports within scheduled timeframe.
- Ensure that the job processes are followed in accordance with policy.
- Proactively monitor the progress of the project through updated schedules.
- Review and ensure that the safety plan is in place prior to starting work.
- Ensure that the field staff is administering the safety plan.
- Submit projects for industry awards as appropriate.

Never Stop Improving

- Initiate development program to build professional and managerial skills.
 - This should include certifications such as LEED.
- Read local business and relevant construction trade publications.
- Initiate suggestions for company-wide process improvements.
- Research and maintain technological excellence in their work environment.

Engineer Win-Win Solutions

- Successfully complete projects to maximize profit and client satisfaction.
 - Identify creative ways to deliver additional profit if possible.
 - Minimize profit fade.
 - Ensure accuracy in the budget projections.
- Manage projects to maximize positive cash flow.
 - Ensure that project invoices are submitted to clients by the 25th of each month.



- Collect Accounts Receivables within 45 days of project completion.
- Ensure that pending Accounts Payables are turned into Accounting within 15 days of receipt.

Take Ownership

- Complete all activities with a pride of ownership “as if it was *your* name on the door.”
- Participate in company-wide events, such as meetings, socials, etc.
- Ensure company contractual standards are being met prior to performing work.
- Demonstrate adherence to and performance in keeping with the goals of Bognet’s Equal Employment Opportunity Policy and Affirmative Action obligations.

General requirements for all positions:

- Excellent written and verbal communication skills.
- Must know Microsoft Office products (Word, Excel, and Project) and Timberline.
- Must be self-motivated & punctual.
- Must be able to manage multiple tasks and have excellent follow up skills both internally and externally.
- Must be professional and polished in appearance and speech.