

ASSISTANT PROJECT MANAGER- JOB DESCRIPTION

NIBBI SUMMARY

Nibbi Brothers is a dedicated team of construction professionals servicing our clients and community by building with integrity, innovation and quality. Nibbi upholds the highest standards in job site safety, safe building practices, and employee safety education. Our core markets include commercial developments, community based education facilities, mixed use and multifamily housing, seismic upgrades, historic upgrades, and waterfront projects; we also have a structural concrete division. Over 95% of our projects are negotiated, ranging in size up to \$150 million.

At Nibbi we provide dynamic career opportunities and mentoring for our employees. We are proud of our emphasis on fostering a strong sense of family through caring, mutual respect, and promoting a strong work / life balance. We encourage leadership training and continuing education at all levels. We continuously strive to recruit, develop, and retain the best talent.

POSITION SUMMARY

The Assistant Project Manager's primary responsibility is to support the Project Manager and Superintendent in the successful completion of assigned projects. The Assistant Project Manager participates in managing project financials, risk management, and client relations. Occasional travel is required. This position reports to the Project Manager.

ESSENTIAL FUNCTIONS

- Assist Project Manager with managing financials, risk management, and client relations of assigned projects from pre-construction to closeout.
- Ensure Nibbi's standards of safety and quality are adhered to by assertively championing Nibbi's safety culture to project team and subcontractors.
- Work collaboratively with Superintendent, project team members, and field.
- Represent Nibbi in a professional manner.

RESPONSIBILITIES

- Assist in managing the field and project team successfully and collaboratively.
- Manage project files and flow of information for assigned project.
- Participate in developing and maintaining project schedule.
- Draft subcontracts.
- Assist with field quality control, subcontractor coordination, photo documentation, buyout activities, and project closeout.
- Assist PM with project financials and cost procedures.
- Perform site safety walks, promoting and enforcing safe work practices.
- Use project management and scheduling software consistently and accurately.
- Attend company and industry events including meetings, trainings, workshops, etc.
- Other related duties as assigned or needed.

QUALIFICATIONS

Degree in Construction Management, or related field, and minimum 2 years of experience as a Project Engineer, or equivalent role, in the construction industry. Candidates must have basic understanding and knowledge of the construction industry, job site safety requirements, contract management, planning and scheduling, budgets, building products, and relevant technology. Key competencies are initiative, communication, teamwork, and dependability.

Technical Skills: ProCore, Tekla, On-Screen Take-off, MS Office Suite.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee, with or without reasonable accommodations, to successfully perform the essential functions of this job. While performing the duties of this job the employee may be exposed to conditions that include weather such as heat and/or humidity and cold, fumes or airborne particles, exposure to dust and asphalt, and moving mechanical parts. There may be occasional exposure to toxic or caustic chemicals. Conditions can also include risk of electrical shock and risk of vibration. The noise level in the work environment can often be loud.

The Assistant Project Manager is regularly required to:

- Walk, climb stairs, sit, and stand.
- Talk and hear at normal levels.
- See with close vision, distance vision, color vision, peripheral vision, depth perception, and have the ability to adjust focus.
- Reach with hands and arms.
- Use hands and fingers to operate tools and other business machines.
- Lift and/or move up to 50 lbs.

COMPENSATION & BENEFITS

Comprehensive medical, dental, and vision

Flex plans

Life insurance

Supplemental insurance plans

401K with employer matching

PTO

Holidays

Incentive compensation bonus

Educational reimbursement

Gym membership discount

Nibbi Brothers is an equal opportunity employer.