



Constructing Value, Building Trust

E.P. Doyle & Son, LLC is seeking a highly motivated, detail-oriented individual with a degree in Construction Management, Engineering or similar degree, with a passion for working in the construction industry who is interested in joining our team as an Assistant Project Manager.

Job Description:

At Doyle, our Project Management team is responsible for the overall direction, completion, and financial success of construction projects. The Project Management team also maintains effective relationships with clients, architects, and subcontractors. Project Management positions begin at the Assistant Project Manager level for those entering the field.

The Assistant Project Manager is responsible for working with a Project Team and attending job site / owner meetings while gaining exposure to both field and office situations. You will work with a Project Manager and Superintendent on everything from budgets and contracts to submittals and close-outs. The ideal candidate is expected to maintain positive and effective working relationships with both internal and external members of the Construction Project Team and support departments.

Responsibilities:

- Assist the Superintendent and Project Manager with the overall plan for construction of the project.
- Assist in the development of cost estimates of assigned projects.
- Solicit and obtain bids from subcontractors and material suppliers.
- Issue subcontracts and purchase orders.
- Assist with preparing the job start-up and close-out checklists.
- Prepare the detailed project construction progress schedule in coordination with Superintendent, Project Manager, subcontractors and suppliers. Update the schedule as required.
- Prepare the Contract Schedule of Values for approval by the Project Manager.
- Assist the Project Manager with the preparation of the Master Cost Breakdown.
- Secure properly executed subcontract and purchase order agreements, insurance certificates, bonds and other documents as required to protect the interest of the Company.

- With the Superintendent, monitor and expedite the delivery of materials.
- Prepare, expedite, and monitor logs for tracking shop drawings, contract documents, submittals, request for information, change orders, material delivery logs and other as determined necessary for a successful project.
- Assist the Superintendent to ensure that the project is constructed in accordance with the contract requirements and specifications and with the required quality.
- Possess working knowledge of all project plans, specification, contract with Owner, subcontracts, purchase orders, daily correspondence, shop drawings, submittals, and all other project related documents, and maintain a complete and accurate set of as-builts.
- Prepare change proposals, negotiate change orders, execute change orders, issue change orders to subcontractors and others and prepare revisions to the master cost breakdown because of change orders and management revisions with direction of the Project Manager.
- Document potential schedule delays and promptly notify supervision to submit request for extension of time and/or additional costs as per terms of the Contract.
- Keep the Project Manager fully informed in a timely fashion with regard to any and all problem areas on the project.

Desired Skills and Experience:

- A bachelor's degree in Construction Management, Engineering, or related field.
- 1-3 years of experience with a General Contractor or in the field of construction. Recent college graduates with construction degrees will be considered.
- Strong written and verbal communication skills.
- Detail oriented and self-motivated with the ability to work independently and as part of a team.
- Familiarity with industry practices, standards, processes, etc. and their impact on project activities.
- Must demonstrate the ability to perform in these areas: estimating, scheduling, budgeting/cost control, field supervision, financial reporting, client relationship, interpersonal skills, computer skills, safety/insurance, ability to communicate; both written and oral.
- Knowledge of construction, design, finance and management required.
- Strong background with PC-based scheduling spreadsheet applications including all Microsoft Office Suite applications, Microsoft Project, Procore, Bluebeam, Building Connected, Primavera, Auto CADD or any other construction related software application is a plus.

Benefits:

- Competitive Base Salary
- 401(k) Match
- Profit Sharing
- Discretionary bonus
- Excellent Medical and Dental Insurance
- Life Insurance
- Vacation, Holiday, and Sick Pay
- Summer hours