***This job description provides a guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: Manager, Assistant Project

Job Family: Design & Construction Sub Family: Facilities Project Mgmt

**Job Summary:**

The Assistant Project Manager will provide support to both small, large, and capital projects. The Assistant Project Manager will be responsible for all aspects of project management for small or single trade projects under the supervision of Assistant Director. For large and capital projects the Assistant Project Manager will manage day to day site activities on behalf of Sr. PM, including participation in Superintendents’ meetings and pull-planning sessions, manage RFI and/or shop drawing process, and maintain logs and records as required.

**Essential Functions:**

* Oversee inspections for construction projects on UMB campus and regional campuses in the University system ensuring that projects are being built to the University’s standards and specifications and relevant building and life safety codes.
* Serve as a Design and Construction representative during design, construction, and implementation phases of assigned construction projects
* Perform commissioning related tasks such as performing functional tests, troubleshooting issues identified during testing and inspections, generating commissioning reports and testing documentation.
* Observe and assist designated Commissioning Agent and coordinate necessary university support to perform required testing.
* Provide visual inspection and quality control by monitoring construction progress. Ensure compliance with intended results, codes, regulations, and requested standards.
* Review materials and methods, questions, conflicts, and changes. Manage client issues in relation to construction decisions and preferences. Research technical options and propose solutions.
* Record relevant or outstanding issues in project and/or technical specialty databases/ reports.
* Collaborate with the Architectural/ Engineering/ Construction team to identify and resolve design/construction issues and manage punchlist items, project deficiency logs and relevant Cx documentation for assigned construction projects.
* Manage project construction records, documentation, and warranty information, and manage warranty activities post construction.
* Perform other related duties as assigned.

**Minimum Qualifications**

Education: Bachelor’s Degree in Architecture, Engineering (Electrical or Mechanical) or a related degree in Construction Management.

Experience: Three (3) years of experience in construction, design, and/or a technical specialization.

Supervisory: N/A

Licensure/Certification: Project Management certification is preferred but not required.

Other: May consider a combination of directly related experience and education.

Valid driver’s license.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E0205E

SOC Code: 119040 IPEDS: Natural Resource/Construct/Mnt

EEO6 Code: Professional State Code: 9445008

USM eCode: E3414J AAP Code: 3A

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