

Summary Description:

Under the direction of the Project Manager, support the planning and execution of assigned construction projects. Participate in the pre-construction, construction, and post-construction activities. This is an entry level professional role intended to lead to greater project management responsibilities with experience, performance, and competency and skill development.

Essential Job Duties and Responsibilities:

- Assist the Project Manager in preparing and monitoring the project budget and actual costs incurred.
- Maintain the project schedule and inform job site personnel of project progress and next tasks to be performed pursuant to the timeline.
- Participate in client/architect meetings.
- Assist in reviewing completed tasks to monitor compliance with relevant government regulations and codes as well as OSM policies and client stipulations
- Prepare invoices and change orders at the Project Manager's direction.
- Address complaints promptly and ensure resolution or escalate to the Project Manager.
- Observe and provide requested support in the preparation and negotiation of contracts.
- Assist in preparing the materials list and coordinating purchase and delivery.
- Other duties as assigned.

Minimum Qualifications:

- Associate's degree or equivalent in Construction Management, Engineering, or a related field.
- Prior construction project experience.
- Ability to effectively and clearly communicate verbally and in writing.
- Basic math skills.
- Basic computer skills, including working knowledge of Microsoft Office software.
- Ability to review and understand precision technical plans, blueprints, drawings, and models.
- Basic knowledge related to working on construction job sites (e.g., safety protocol, worker roles and responsibilities, resource utilization, etc.).
- Basic knowledge of materials, design and building methods, and the tools involved in the construction of complex structures.
- Basic knowledge of safety practices and all OSHA rules and regulations.

Preferred Qualifications:

- Bachelor's degree in Construction Management, Engineering, or a related field.
- One or more years of construction project experience.
- Knowledge of construction project management technology platforms (e.g., Viewpoint, BlueBeam).

Physical Demands and Work Environment:

- Must be able to sit, twist, stoop, bend, squat, kneel, crawl, climb ladders, climb stairs, walk on uneven ground, see colors, have depth perception to avoid hazards, hear well

enough to recognize the sound of horns on moving equipment, and have good finger manipulation. There is frequent lifting of 25 pounds and maximum single person lifting of 50 pounds.

- Must be able to act competently and safely and ensure continuous safety and productivity of others on job sites.
- May be exposed to loud noises, extreme heat and cold (weather and non-weather related), dust, and hazardous materials.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisory Responsibilities:

- **Reports to:** Project Manager, Construction Manager, or Operations Manager (dependent on assigned projects).
- **Direct Reports:** This position does not have supervisory responsibilities.

On Site Management, Inc. is an Equal Opportunity Employer