



POSITION DESCRIPTION

JOB TITLE:	Assistant Project Manager	FLSA STATUS:	Exempt
DEPARTMENT:	San Diego – PM Services	WORKER’S COMP CODE:	8601
REPORTS TO:	Ron Takaki, VP of Operations	EEO-1 JOB CODE:	5
LOCATION:	San Diego	APPROVAL DATE:	
		REVISION DATE:	

SUMMARY: This is a staff augmentation position for SDG&E, responsible for assisting the SDG&E Capital Project Manager or other SDG&E project managers in the managing, directing, and controlling of all phases of construction management to ensure quality standards, budgets and agreed upon timeline are achieved.

ESSENTIAL RESPONSIBILITIES: *The following are intended to be examples of the accountabilities for which the person in this position is responsible. This position description is not intended to be complete or all-inclusive and does not preclude management from assigning other or related functions if such functions are a logical assignment for the position.*

- Provide overall project management support to SDG&E Capital Projects Team
- Develop an understanding of the staff augmentation role that Gafcon is providing to SDG&E
- Understand the scope of work, contract documents, including drawings, specifications, design and construction contract as well as regulatory requirements associated with various SDG&E project(s).
- Have an in-depth working knowledge of the Gafcon Project Management Policies and Procedures.
- Assisting with project scheduling utilizing Microsoft Project and project budgeting.
- Assist in regular and timely reporting of the project progress in order to advise of any conditions that would affect timelines or costs.
- Promote open communication and collaboration between all parties to ensure that projects are completed with minimal disruptions and delays.
- Administrative tasks, such as entering accurate up to date information in SDG&E’s Project Management Information System.
- Assisting with current projects where needed.

SECONDARY RESPONSIBILITIES:

- Complete special projects on an as needed basis.
- Personal development through Gafcollege attendance, professional organization memberships, continuing education, professional registration and certification achievement.
- Collaborate with the Client to find solutions to complex problems that may occasionally arise or identified by the Assistant Project Manager.
- Become the Client’s “partner” and anticipate their needs.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES: The person in this position has no one reporting to him/her.

QUALIFICATIONS

- A minimum of three (3) years experience working in a design or construction firm.
- A 4-year Bachelor's degree is preferred; OR a 2-year Associate's degree, PLUS 1-year project experience; OR 3-years experience in design or construction in lieu of a college degree.
- A demonstrated working proficiency with Microsoft Office: (Word, Excel, PowerPoint, Project) is required. Knowledge of Microsoft SharePoint and construction management applications such as Primavera Contract Management or Prolog is preferred, but not required.
- Project coordination or management experience with Utility Company is preferred, but not required.
- Must be detail-oriented, organized and self-motivated.
- Must possess strong written and verbal communication skills.
- Is able to efficiently and effectively handle multiple and shifting priorities.
- Certifications: Certified Construction Manager (CCM) is optional; Certified Construction Manager in Training (CMIT) is recommended, but not required; OR Certified Associate in Project Management (CAPM) is preferred, but not required.
- Licensure: California licensed architect, engineer or contractor is optional.

PHYSICAL DEMANDS: *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.* While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee is regularly required to use hands to finger, handle, or feel. Must be able to use a computer keyboard, mouse and calculator. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision and ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* While performing the duties of this job, the employee will be exposed to outdoor weather conditions, work on job sites, travel to and from these locations, work in a typical office environment, and is occasionally exposed to construction equipment. The noise level in the work environment is usually moderate.