

Assistant Project Manager/Construction Manager

TLC PIPELINE CONSTRUCTION, INC. has been providing utility, and oil and gas companies with all aspects of pipeline construction service since 1991. We are a family-owned and operated business that prides itself on honesty and hard work. Our management staff has a combined experience of over 150 years in pipeline construction and our experienced crews have completed hundreds of successful projects throughout the Rocky Mountain region. We are growing our operation and we staff experienced professionals who have the same hard working family values as our founders. We are committed to going above and beyond in helping our clients achieve their construction goals.

Summary

Contract Position. Work is approximately 6-months with the potential to turn into a full-time position given the right candidate.

The Assistant Project Manager will be the onsite or field management representative for a large natural gas pipeline project located in Western Colorado. The Assistant PM will facilitate support activities and work hand in hand with Senior Management & Project Superintendent on construction progress. Candidate will be assisting Senior Management with planning, resources and logistics for successful project execution. The Assistant PM will fully understand the project scope of work, client and company specifications, safety hazards, and any other related project information.

Primary Responsibilities:

- Work with Project Superintendent on identifying and organize manpower requirements to execute projects per established Scope of Work. Provide leadership to project team by effectively communicating and delegating responsibilities to team members.
- Manage, track and report project costs with provided weekly report template. Track and address all changes from the project/s original Scope of Work.
- Conduct weekly progress meetings onsite or via Zooms or TEAMS.
- Report daily man-hours/construction tasks within company's software program.
- Prepare and submit project invoicing to Office Management.
- Prepare and execute all contractual agreements per requirements of project. Oversee and approve all work performed by subcontractors.
- Update the construction schedule weekly for the duration of the project. Identify and meet project milestones and deadlines. Track project activities/tasks to generate and present status reports to applicable personnel.
- Maintains project documentation and provides final documentation package to the client upon project completion.

Project planning

- Clearly understand and define the scope of the project in collaboration with senior management
- Create a detailed work plan and project schedule which identifies and sequences the activities needed to successfully complete the project
- Determine the resources (time, money, equipment, and subs) required to complete the project with Project Superintendent
- Develop a schedule for project completion that effectively allocates the resources to the activities

Control the project

- Monitor and approve all budgeted project expenditures (Follow established spending and PO process)
- Monitor project cost versus estimated cost daily and communicate variances to senior management on a regular basis (weekly)
- Manage all project spending according to established accounting policies and procedures
- Ensure that all financial records for the project are up to date
- Prepare financial/progress reports and supporting documentation, in accordance with TLC Pipeline's established processes, for internal project review meetings
- Understand and meet fiduciary duties

Leadership

- Manage project employees according to the established policies and practices of TLC Pipeline and client
- Establish a communication schedule to update stakeholders including Supervisor and Senior Management, Customers, Accounting department, Superintendent and employees, on the progress of the project
- Ensure all project personnel receive an appropriate orientation to the project
- Maintain and develop client relationship
- Execute the project according to the project plan
- Document and track project activities (according billable work and change orders)
- Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project
- Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards

Minimum Requirements:

- Bachelor's degree in Project Management, Construction Management, Engineering, or related field or 2-10 years of experience in an assistant project manager/coordinator role preferably in pipeline construction, heavy underground, utility or oil & gas construction service industries
- Familiar with general pipeline construction, civil construction, welding concepts, and civil construction.
- Pipeline or underground utility project management experience (desired)
- Proficient in Microsoft Office Suite

- Experience with Project Management software & Microsoft Project scheduling or equivalent (desired)
- A valid driver license for the type(s) of vehicles you may be driving and an acceptable driving record
- Travel (must have the ability to commit to long term onsite project)

Compensation:

- Hourly wage will be adjusted to fit candidates experience and qualifications. (\$28-\$37/HR)
- Overtime work/pay is very likely
- Company provided vehicle/fuel.
- Subsistence will be paid. (\$100/Day sub)

INTERESTED?? PLEASE SUBMIT RESUMES TO

JC@TLCPIPELINE.COM