

FMP Construction Assistant Project Manager/Field Engineer

Assistant Project Manager is responsible for assisting in leading project teams within the construction projects from the preconstruction and construction phase through closeout with the Project Manager.

Responsibilities

- Assist in total project responsibility, scheduling, safety, staff compliance, staff developments and reviews, buyouts, and contract negotiation, pay applications, monthly job status meetings, quality control.
- Manage client relationships, project planning, project document management, and assist in leading weekly subcontractor meetings.
- Assist in reviewing change orders with the General Contractor and Sub-contractors.
- Assist in scheduling and/or facilitating the various project meetings.
- Have thorough knowledge of all major project issues and priorities.
- Keep superiors informed concerning the progress of the project and any issues that might affect the schedule, budget, or status of the project.
- Assist in close out of the project.
- Inspect projects prior to city inspections and take appropriate action such as completing minor repairs.
- Complete safety inspections and discipline employees according to policy if necessary.
- Maintain and complete site reports (during all stages of production).

Qualifications

- Bachelor's degree, Graduate degree, Interns will be considered
- 1 - 2 years of relevant experience
- Strong organizational skills

How to Apply

- Email Michael Bowden at mbowden@fmpconstruction.com
 - Include cover letter, resume, and preferred start date

Contact Information

- Michael Bowden
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