



## **Construction Assistant Project Manager Job Description**

**Job Title:** Construction Assistant Project Manager  
**Staff Category:** TBD  
**Reports To:** Director of Operations

### **SUMMARY:**

We are seeking a professional who wants to participate and work at a thriving spiritual community in the foothills of the Rocky Mountains. Below is a detailed listing of responsibilities.

### **JOB RESPONSIBILITIES:**

- Is assistant to Director of Operations as it pertains to projects and maintenance
- Manages, creates and organizes all contracts (Master Agreements and Contractor Project Agreements) for maintenance and construction projects
- Writes up scopes of work for maintenance and construction projects as directed by DOO.
- Finds a minimum of three bidders for any bid projects and uses existing contractors and vendors, too
- Performs all site walk-throughs for bidders and documents them
- Manages existing contractors and vendors and assures all insurance certificates are up to date
- Manages logs for vendors, contractors, contracts and insurance
- Assists and coordinates with Maintenance Manager and Purchasing Agent in finding tools, equipment, materials and the like to ensure our teams have the materials they need via websites, manufacturers and suppliers when requested
- Works with Housing Department to get scopes of work that they request and runs it by DOO for approval
- Prepares written estimates based on labor, materials, equipment for projects
- Visits project sites to evaluate progress and to respond to customers' and DOO concerns or questions
- Creates filing system (digital and hard) and files all submittals, product literature, O&M manuals, drawings, sketches
- Scans and archives digital blueprints and schematics for future access
- Performs other related duties as required

### **SKILLS & EXPERIENCE**

- High school diploma required

- Two- or four-year degree preferred
- Experience in the construction industry a plus
- Ability to follow directions and take initiative when required
- Excellent verbal and written communication, accounting and organizational skills
- Has ability to assess problems, collect data, establish facts and develop solutions
- Has ability to work a flexible schedule, which may include off-shift hours and weekend assignments
- Highly motivated self-starter and results-driven individual with excellent interpersonal skills
- Excellent computer skills and skilled in using Microsoft Office, especially Word and Excel
- Proficient in use of smartphones, especially texting, emails and Google calendars
- Strong attention to detail; confidentiality required
- Adaptable—thrives in a constantly changing work environment
- Enthusiastic, creative team member—able and willing to participate in community life
- Willing to learn about and work in a Creative Field in harmony and focus