CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 801.0

Job Title: **ASSISTANT PROJECT MANAGER**

Pay Grade: 20

GENERAL SUMMARY:

Assists in the coordination, planning, and administration of various design and/or construction contracts and projects to ensure delivery within prescribed scope of work and budgetary and time constraints.

RESPONSIBILITIES:

- Assists in the coordination and oversight of work activities by construction personnel, technical professionals, consultants, and other outside agencies to provide support, resolve concerns and attain project completion.
- Assists in developing contractual budgetary controls, managing schedules, and establishing/executing the scope of work.
- Interprets contracts and construction and design documents. Conducts constructability reviews of plans and specifications.
- Conducts inspections to ensure adherence to contract specifications and requirements.
- Provides timely responses to submittals from construction personnel. Verifies and processes progress payments and negotiates cost of changes to contracts.
- Monitors documentation and processing of information affecting required change orders.
- Prepares and maintains various reports and records on project execution.
- Prepares and evaluates processes and procedures to ensure project goals are achieved. Provides technical solutions to challenges encountered during construction or design activities.
- Attends various project meetings.

SPECIFICATIONS:

KNOWLEDGE:
Requires a Bachelor's degree in Architecture, Civil Engineering, Construction Management, Landscape Architecture, Project Management or a closely related field based on the responsibilities of the position. Considerable knowledge of design or construction is required.

EXPERIENCE:
No experience is required.

Directly related professional architectural, construction or landscape design experience may be substituted for the education requirement on a year-for-year basis.

SPECIFICATIONS: (continued)

COMPLEXITY:
Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:
Errors in work cause some expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:
No direct report employees.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:
Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

PHYSICAL EFFORT:
The position requires stooping, bending and/or lifting of items of up to 30 pounds with occasional periods of walking on rough surfaces.

WORK ENVIRONMENT:
There are occasional discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve occasional exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:
Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:
All duties and responsibilities may not be included in the above job description.

JOB FAMILY:
Assistant Project Manager
Project Manager
Senior Project Manager

Effective: October 1990
Revised: December 2021