

# Tri-Hurst Construction

## Job Duties: Project Manager Assistant

Revision Date: July 15, 2021

### Essential Duties

- Assist in job setup  
Fill out application and obtain SWPPP permit.  
File project on State Construction Registry.  
Fill out project contact list.
- Assist Project Manager in writing Preliminary Notices, Subcontracts, and Purchase orders.
- Process submittals  
Create submittal log  
Notify each sub and supplier of submittals needed  
When submittals are received, attach cover sheet and send to architect for review  
When submittals are returned, forward to proper sub or supplier with notes on cover sheet.  
Follow up on resubmittals  
Keep log current.
- Process RFI's  
Create RFI log  
Forward all RFI's to proper authority for answer  
Forward answered RFI's to proper people  
Keep log current.
- Maintain 6-week look ahead schedules.
- Assist PM in establishing CPM schedule and maintain on a weekly basis.
- Assist in project closeout.
- Assemble O&M Manuals  
As submittals are approved, keep copy in O&M folder  
Obtain necessary warranties along with submittals  
Insert Project Contact List  
Print and bind hard copy  
Create electronic copy.
- Ensure As-built plans are complete and submitted
- Cancel SCR filing
- Cancel SWPPP filing

### Guidelines

- This position has the authority to make decisions and create results within the scope outlined.

### Resources

- Consults with project manager on a daily basis.
- Access to company offices, office equipment, electronic and physical files.

- Access to company vehicle as needs require.

### **Accountability**

- Reports directly to the project manager.
- Participates in a personal performance evaluation interview on a quarterly basis.

The following criteria will be used to ascertain if performance is up to par with expectations:

- Tri-Hurst Objectives are at the core of daily activities and are the basis of every decision and in the analysis of all outcomes. (Honor, Excel, Develop, Profit)
- Has good work habits
- Follows instructions well.
- Keeps project files current and up to date.
- Is a team player, readily helps others.
- Employee has a good attitude.
- Follows company policies.
- Is on time and has good attendance.

### **Consequences**

- Regular compensation is based on employee's skills, knowledge, aptitude and contribution to the productivity of the company combined with the need to remain competitive in the marketplace.
- Personal Initiative Program bonus payment on a quarterly basis is directly tied to individual and company financial performance.
- Failure to comply with company policies and/or fulfill the expectations of this position will result in disciplinary measures outlined in the company progressive discipline policy.