



TRINITY
COMMERCIAL CONSTRUCTION

Assistant Project Manager

Role Profile

Company / Firm Description

At Trinity Commercial Construction, we strive to be the most admired and sought-after company culture in Texas. We know that is a big and audacious goal and that's one reason why we like it. We are achieving this by living our core values. Our core values are our constitution. They are the principles shared by everyone in our company. These values drive our culture and priorities while providing a framework in which all decisions are made. The Core Values are the foundation on which the company is built.

Authentic

Trust and accountability through open honest relationships

People

Putting people first by providing a supportive environment to connect and develop

Spirited

Driven to positive outcomes through ambition and being proactive

Fearless

Courageous, confident and always setting the next standard

Stewardship

Providing for those in the communities we serve

Title

Assistant Project Manager

General Role Description

The Assistant Project Manager works closely with the Project Manager to assist the construction process. This individual strives to understand how to develop and maintain positive relationships that result in long-term partnerships with clients, subcontractors and consultants. The Assistant Project Manager facilitates consistent and accurate communication with all parties involved in the project process. The individual is a key team member and assists to establish a project focus that includes; how the project fits with the clients' goals while adhering to schedule and budget as well as the ability to identify project value and maximize the projects' financial performance.

The Assistant Project Manager reports to the Project Manager and has no direct supervisory responsibilities.

High Level Key Responsibilities

Project Management

- Promote positive relationships between Superintendents & Project Managers
- Foster all relationships; Owners, Owner Reps, Architects, Engineers, Subcontractors etc.
- Engage in team building
- Use processes
- Holds project teams accountable for behaviors that deliver results
- Work with project teams regarding profitability while driving repeat business through project quality and performance under various contracting methods
- Proactively look for ways to use the resources of Trinity Commercial Construction to solve client problems
- Views our clients as business partners and acts as an advocate for them in managing the building process
- Is willing and capable of holding ourselves, our subcontractors, and our clients accountable in a professional and collaborative way
- Proactive problem solving: recognize and drive resolution of any obstacles preventing success in all areas of a project – schedule, budget, subcontractors, staff, changes, means/methods, client satisfaction
- Understands quality management / quality control - communicate the purpose and benefits while overseeing the process
- Understands safety on jobsites – helps to ensure 100% compliance communicates to Project Manager when unsafe activity or behaviors are detected

- **Scheduling**
 - Work with the project team to ensure schedules are maintained and/or accelerated

- **Buy Out**
 - Participate in project handoff meetings from Estimating to Operations
 - Assist the Project Manager with the Buy-Out of each trade with a positive end result for Trinity Commercial Construction and our Subcontractors

- **Finance / Risk Management**
 - Understands that financial success is a necessary result for our business to grow and succeed
 - Assist Project Manager with contracts and how they affect project outcomes
 - Assist the Project Manager with managing contractual associated risks
 - Participate in negotiations and contracting process with subcontractors
 - Assist the Project Manager with overseeing project budgets, cost expenditures, change management, forecasting, timely draw submissions, timely payment from clients, and timely payment of subcontractors

Requirements

TBD from customized High-Level Key Responsibilities (if recruiting or promoting)

Compensation

TBD (if recruiting or promoting)