

BEAL DERKENNE

CONSTRUCTION

Assistant Project Manager

Beal Derkenne Construction (BDC) is a full service commercial General Contracting firm. Core services include General Contracting and Construction Management.

BDC was founded by Andrew Beal and Michael Derkenne in 2010. The company has successfully established an operation in Des Moines, Iowa in the commercial construction sector, along with establishing a General Contracting presence in the Phoenix, Arizona commercial construction market.

From tenant improvements to large-scale ground up construction to historic rehabilitations, BDC has successfully navigated projects of all shapes, sizes and timeframes. In addition, the company offers conceptual and schematic management, cost estimating, design and schedule management as part of pre-construction services. Early engagement in the project enables increased cost influence, an increased ability to define and establish aggressive schedules, and an enhanced ability to define project scope.

Beal Derkenne Construction is currently searching for an **Assistant Project Manager** to join our team.

Role & Responsibilities:

We are seeking an **Assistant Project Manager** to help manage ground-up multi-family projects. This individual will have assist with the supervisory oversight of the job. Will provide support to the Project Managers, superintendents, subcontractors, and others on the project to successfully execute the job.

- Assist project manager & superintendent with preconstruction planning
- Project scheduling and estimating along with periodical updating of each
- Contribute to the project look ahead schedule
- Assist project manager with current and future project projections
- Assist project manager with issuing and writing scope prescriptions for contracts and risk management
- Prepare subcontractor change orders
- Daily coordination and communication with the project manager(s) and teams (owners, architect, subcontractors, etc.)
- Oversee the job site and assist the project manager(s) with real time problem solving
- Participation in owner and subcontractor meetings
- Track and maintain RFI's and RFI Log
- Track and maintain submittals and submittal Log
- Assist with the project permit process
- Help prepare weekly/monthly project status reports
- Assist in creation and managing procurement logs along with ordering project materials and ensure timely arrival
- Provide support to the project manager(s) with project close-out and obtain all warranties required
- Assist with maintaining job files and as-builts
- Assist with the preparation of project close out documentation

Qualifications:

- 3-5 years of experience in Construction Engineering, Construction Management or equivalent within the ground-up Multi-family/Commercial space preferred
- 3-5 years of General Contracting and Owner-Builder experience is highly preferred
- Ability to legally work in the U.S. without need for sponsorship either now or in the future

Benefits:

- Company Health Insurance Program, BDC will cover approximately 55% of health premiums
- Year-end discretionary bonus eligibility
- Voluntary dental and vision insurance coverage are available
- Retirement account 401k – eligible to enroll after 1 year of employment. Company match up to 4% of gross salary.
- Vacation / Sick Days – 15
 - PTO is accrued in increments of 4.62 hours per pay period up to 120 hours.
- Company cell phone and computer
- No company vehicle or vehicle allowance will be provide.