**Job Title:** **Assistant Project Manager, Construction**

**Department:** Administration

**Reports To:** Project Manager, Construction

**Salary Level:** Grade 16 ($35.59 - $45.46 per hour)

**FLSA Status:** Non-Exempt

**Approved By:** Chief Executive Officer

**Approved Date:** 08.24.2023

**OBJECTIVE:**  To assist with updating and expanding the K’ima:w Medical Center Building Infrastructure.

**SUMMARY:** The Assistant Project Manager will direct and assist with management of assigned projects while following organizational policies, programs, budget, and schedules to accomplish goals and objectives. This position also directs assigned projects with adherence to planning, execution, monitoring, and closing within standard project management methodology.   
  
The ideal candidate is an up-and-coming project manager that can oversee multiple projects from all aspects, design, estimating, billing, and execution.   
  
**FUNCTIONS AND RESPONSIBILITIES**:

1. Analyze and predict resources needed to reach objectives and manage resources in an effective and efficient manner.
2. Measure project performance to identify areas for improvement.
3. Recruit and manage relationships with vendors and building contractors.
4. Analyze and understand project scope and objectives.
5. Review Request for Proposals, Submitted Proposals and Work Orders for issues, conflicts or missing items, develop, manage and maintain a detailed project schedule and workflow.
6. Maintain a safe and clean work site.
7. Coordination of deliveries, material staging and storage as well as troubleshooting issues with deliveries.
8. Provide support to trade partners to maintain schedule.
9. Provide direct assistance to the Senior Project Manager to maintain the coordination, progress and needed adjustments to the various building projects. Keep accurate and detailed documentation including photos of the projects as they are developed.
10. Manage relationships with trade partners, vendors, and suppliers by assigning tasks and communicating expected deliverables.
11. Schedule and attend required inspections. Immediately follow up and schedule corrections if required. Manage re-inspection to minimize delays.
12. Track project costs in order to meet budget.
13. Manage and execute change order process.
14. Assist with environmental reports and approvals. Ensure project compliance with grant or regulatory requirements that include legal, insurance, and finance proficiency.

**SUPERVISORY RESPONSIBILITIES:** This position has no supervisory responsibilities.

**QUALIFICATIONS:** Competence, high aptitude required. Good attitude and excellent communication skills. 2-5 years of experience in the residential or commercial construction industry in project management and supervision or related area. This candidate must be able to demonstrate leadership abilities and have above average written and oral communication skills, including strong negotiation skills. The ability to work well in a team environment is also essential for this position. Deadline and detail-oriented is preferred.

**BASIC REQUIRED ABILITY**:

MODERATE PUBLIC RELATIONS/MODERATE INTERPERSONAL SKILLS: Addresses clients by name; smiles when talking to clients, physicians, peers, and families; answers the telephone courteously and promptly; identifies self and department when answering the telephone using pleasant voice tone/verbiage; possesses excellent listening skills; interacts with clients and peers; provides appropriate information to persons or groups outside of the association in compliance with applicable laws and regulations; interacts with media, the public, governmental agencies, regulators, lobbyists, and legislators; participates in legislative and rulemaking activities that affect health care and association programs.

The Joint Commission (TJC) RESPONSIBILITIES: Responsible for helping to prepare, achieve, and maintain accreditation by the Joint Commission. By serving on the various performance improvement subcommittees individual employees are directly involved in the generation or modification of policies and procedures that enable KMC to provide continuously improving healthcare.

COOPERATION: Must be a self-starter; seeks solutions; accepts constructive criticism; willing to adjust to changes; loyal to K'ima:w Medical Center.

PROFESSIONALISM: Shows pride in personal appearance and grooming; displays a positive attitude about work; respects the confidentiality of clients; and is congenial with public and peers.

INITIATIVE: Willing to participate in continuing education programs; asks questions; contributes during staff meetings; serves on K'ima:w Medical Center committees as appointed; demonstrates a desire for self-improvement.

**OTHER SKILLS AND ABILITIES:**

* Knowledge of general theories, concepts, principles, techniques, and philosophies of managing and providing health care facilities that provide outpatient care services, administrative services, and community health services to develop and maintain programs.
* Demonstrated ability to communicate with people and organizations, both orally and in writing. Emphasis on writing, both for reports and public relations.
* Possess knowledge of emergency management principles and safety in the workplace methodologies.
* Possess extremely strong human relations skills.
* Positive attitude with a solutions-based approach.

**EDUCATION and/or EXPERIENCE:**

* 2-5 years of experience in the residential or commercial construction industry in project management and supervision or related area.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Current CPR Certificate or obtain within 90 days of employment.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS:** Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory. Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CONFIDENTIALITY:** Employee must be aware of and adhere to K'ima:w Medical Center's Confidentiality Policy and always deals appropriately with patient confidentiality.

**CONDITIONS OF EMPLOYMENT:** Employee is subject to base line and random drug testing per the Hoopa Tribal Drug & Alcohol Fit for Duty Policy. Employee will serve a 90-day introductory period. Employee is subject to introductory and annual performance evaluations. Preference will be given to qualified Indian applicants pursuant to the Tribe's TERO Ordinance.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary duties and responsibilities of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary duties and responsibilities.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the primary duties and responsibilities of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary duties and responsibilities.

While performing the duties of this job, the employee frequently works in travel status (out of local area).The noise level in the work environment is usually quiet.

**ANNUAL TRAINING REQUIREMENTS:** At a minimum Employee is required to be certified for the following training 1) CPR Certification and 2) Health Stream.

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Employee Signature Date

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Supervisor Signature Date

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Human Resource Signature Date