

## Assistant Project Manager (Environmental): K-12 Construction

Project Management professionals, are you looking for a dynamic and collaborative firm where you can establish a career home? Capital Program Management needs your expertise! Established in 1999, we are a consulting firm specializing in the planning and management of capital outlay building programs for public and institutional clients. We are currently seeking an Assistant Project Manager with Environmental experience to work with our Long Beach USD client's Measures E & Q programs.

In this role, you will assist Project Managers with project coordination and management support to department activities specific to environmental aspects of construction projects. We offer competitive salary and benefits, as well as a company-wide commitment to the continued professional development of each and every one of our team members. If this sounds like the kind of career move you've been wanting to make, and if you meet our qualifications, we want to talk with you. Contact us today!

### Responsibilities include:

- Prepare and maintain of a variety of reports, records and files related to assigned activities; maintain data for long and short-range planning.
- Assist with environmental concerns and review, analyze and make recommendations for professional services and construction contracts.
- Assist with managing hazardous material consultants, oversee scope of work and administer contracts.
- Serve as a liaison between District personnel and outside agencies regarding environmental activities; communicate with District staff, consultants and representatives of public agencies regarding planning requirements, schedules and issues.
- Prepare Environmental Request for Proposals (RFP) and Request for Qualifications (RFQ); analyze scope and cost of contractor and consultant proposals; review project plans and specifications prior to bids; participate in pre-bid walks and bid openings; utilize the Critical Path Method (CPM) to calculate project timelines and schedules.
- Participate in the site acquisition process; interpret and apply California Environmental Quality Act and State Department of Education guidelines.
- Assist with providing technical expertise and information regarding assigned functions and participate in formulation of policies, procedures and programs.
- Attend and represent the District in a variety of meetings, conferences and governmental hearings as assigned; prepare and deliver oral presentations as assigned.
- Operate a computer and assigned software to input data and develop reports; Excel, PowerPoint, MS Project software; drive a personal vehicle to conduct work and visit sites.

**CPM is voted among Best Places to Work by the Sacramento Business Journal since 2016. Visit our website for more information about our culture and benefits. [capitalpm.com/careers](http://capitalpm.com/careers)**

### How to Apply:

Please submit your cover letter and resume by e-mail or mail. The Human Resources department will contact qualified candidates.

### E-Mail to:

[jobs@capitalpm.com](mailto:jobs@capitalpm.com)

### Write to:

Human Resources  
Capital Program Management, Inc.  
1851 Heritage Lane, Suite 210  
Sacramento, CA 95815