

Assistant Project Manager: K-12 Construction

Location: Sacramento headquarters serving Northern CA clients

Expected pay range: \$24.00/hr - \$40.00/hr DOE

Job Description:

Capital Program Management (CPM) seeks Assistant Project Managers with experience to work with our Northern California public works clients. In this role, you will assist Project Managers with project coordination and management support to department activities specific to new construction and modernization projects.

Responsibilities include:

- Prepare and maintain a variety of reports, records and files related to assigned activities; assist project managers with construction documentation.
- Assist with contracts and the out-to-bid process.
- Review, analyze and make recommendations for professional services contracts and insurance requirements.
- Document controls during the design, pre-construction, construction and closeout phases.
- Assist in performing fiscal analysis related to facilities planning and construction accounting, budgeting, invoicing and payment requests.
- Schedule meetings, take meeting notes and follow up on outstanding items.
- Coordinate with various agencies.
- Assist in construction closeout and coordination for moving services.
- Operate a computer and assigned software to input data and develop reports; Excel, PowerPoint, and MS Project.

Requirements

- The ideal candidate must have some experience supporting K-12 school modernization and new construction programs with a planning, architectural, engineering or construction project management background.
- Extensive client interaction requires exceptional people and communication (verbal and written) skills.
- The successful candidate must be extremely organized, efficient, and thrive in an environment with multiple deadlines.
- Ability to read plans and specifications is preferred.
- Professional license and/or certification(s) or in process of obtaining is preferred.
- Proficiency with MS Outlook, MS Word, MS Excel is required; MS Project preferred.
- Must be a self-starter and able to work in a team environment.
- Valid driver's license and automobile insurance is required; some travel necessary.
- DOJ clearance will be required.

About Capital Program Management

Project Management professionals, are you looking for a dynamic and collaborative firm where you can establish a career home? 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 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.

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

How to Apply:

Please submit your **cover letter and resume** by e-mail to jobs@capitalpm.com. The Human Resources department will contact qualified candidates.