



## Job Description - Assistant Project Manager

<b>Job Title: Assistant Project Manager</b>	<b>Location: Various</b>
<b>Reports to: Project Manager</b>	<b>Compensation: Hourly</b>
<b>Department: Various</b>	<b>FLSA: Non-Exempt</b>
<b>Functional Group: Operations</b>	<b>Revision Date: 9/12/2022</b>

### Position Overview:

The Assistant Project Manager is mentored by and assists the Project Managers as needed and described below with the long-term goal of learning all aspects of Traffic Control with the goal of progressing to a Project Manager position.

### Objectives:

- Embraces TCS, LLC Core Values of Safety, Teamwork, Work Ethic, Service, and Genuine.
- Carry forward TCS, LLC industry leading reputation in customer service.
- To learn the industry and process to move up into a Project Manager's position.
- Manage jobs to ensure contractor, motorist, and employee safety, as well as job profitability.
- Display strong teamwork skills working with other departments to ensure the success of TCS, LLC.

### Responsibilities:

- Corrects and approves the field personnel times for submission to Payroll daily.
- Approves, adjusts/corrects, and submits Field Logs from the previous day.
- Creates and updates/maintains the Traffic Control reports as needed.
- Creates work orders and schedules daily rental deliveries and pickups.
- Performs and submits take-offs for Project Managers as needed and requested.
- Manages and completes utility locates as requested.
- Helps resolve quantity differences working through the Quantity Verification reports.

**Requirements & Qualifications:**

- Bachelor's degree in construction management or Civil Engineering is a plus.
- For Hire license endorsement is required.
- Strong organizational skills are necessary.
- PC knowledge dealing with spreadsheets and construction software.
- Ability to communicate in written and oral form.

*Traffic Control Specialists, LLC is an Affirmative Action/Equal Opportunity Employer and encourages all persons to apply for this position. Reasonable accommodation is provided as needed for employees and other affiliates.*

