PROJECT MANAGER OPPORTUNITY

Posting ID: E051016
Company: Ovation
Job Title: Assistant Construction Project Manager
Position Type: Full-Time
College Major(s): Construction Management

Salary: $50k
College Level(s): Graduate

Website: www.molaskyco.com
Work Location: Las Vegas

OVERVIEW

Ovation is a local multifamily apartment developer and management company. We currently manage 21 properties totaling 5,671 apartment units in Las Vegas, of which 18 were developed/constructed by the company. We currently have 2 apartment projects that are in lease-up and nearing completion (Elevate and Aspire Apartments), 2 projects we just broke ground on at the beginning of the year and 5 projects in our pipeline, scheduled to begin over the next year and half. We are the GC for our development projects and because we are actively developing, we need to bring on additional help.

Roles and Responsibilities
The assistant construction project manager will assist the senior project manager with the construction of multi-family apartment projects. The position requires a highly organized, motivated, energetic, self-starter who will go the extra mile to get things done. The candidate should have excellent written and verbal communication skills; the ability to perform comfortably in a deadline-oriented work environment; the ability to successfully execute many complex tasks simultaneously.

Assist preparing the project schedule. • Assist reviewing the project plans and specifications and comment on the building design, scheduling, possible cost savings measures and potential construction problems. o Ensure that changes from previous project plans incorporated into new project sets o Work with architect and consultants to correct any errors, discrepancies or omissions contained within the design drawings. • Assist estimator in preparation of project budget • Assist / Manage purchasing group in the bidding process • Assist prepare the general conditions budget. • Assist in assembling the job site office and equipment requirements. • Have confidence in own ability to intelligently communicate with design team/client as well as effectively lead the trades. • Assist expediting all shop drawings and approvals • Monitoring and maintain the project construction schedule on a weekly basis. • Raise and discuss relevant issues at the job site meetings. Prepare & issue minutes of all site meetings • Assist managing RFI’s between owner, subcontractor, architect and consultants • Expedite, research and negotiate
change orders. Maintain current pending and processed CO logs. • Assist monitoring site safety and ensure that the requirements of the Occupational Health and Safety Act are enforced. • Ensure completion of and track all independent testing and inspections as required. • Issue monthly progress draws and invoicing to consultant and client including final holdbacks. • Assist maintaining and enforcing good construction standards and quality control. • Maintain control and responsibility for the security. • Monitor job cost budgets and work with accounting and purchasing to update on ongoing basis. • Assist Ensure that “as–built” drawings are prepared on an ongoing basis by all trades during the construction period and issue final close–outs to consultant/owner accordingly. • Ensure all required municipal and owner requested third party inspections are performed. • Assist, prepare and expedite project deficiency lists

Qualifications and Education Requirements
Preferred candidates will have a 3.0 or greater GPA and graduate with a construction management degree within the next 6-month.

Where To Apply

Please send resumes to Reiner Santana, President: reiniers@ovationdev.com