



Position Overview:

The Assistant Project Manager provides construction contract and field supervision on behalf of large property owners affiliated with Phipps Houses that contract with third-party general contractors. The Assistant Project Manager is the owner's "eyes and ears" for one of New York City's largest developers of mixed-use affordable housing developments, and by far its largest not-for-profit organization devoted to affordable housing. In addition, the Project Manager will assist the Director of Construction, Assistant Director of Construction and Technical Services with the following:

Duties and Responsibilities:

- Generally partner with Phipps' Real Estate Development Department, project architect and architect's sub consultants in project conception and design development.
- Guide pre-bid reviews, including pre-construction analysis
- Direct project bidding and bidder evaluation
- Engage in value engineering assessment when necessary
- Negotiate Owner-favorable construction contracts with third-party general contractors
- Ensure accurate payment documentation as submitted by general contractors
- Oversee project schedule development with general contractors
- Monitor shop drawing submittals, reviews and approvals
- Lead on-site inspections and job meetings for work in progress and timely completion as per schedule
- Assure quality of construction by general contractors and trades per Plans and Specifications
- Review and negotiation of change orders with architects and general contractors
- Review payment requisitions with Architects
- Develop detailed punch lists and resolve with architects and architect's sub consultants
- Generally manage costs to avoid extra costs claims for owner
- Resolve conflicts in Plans and Specifications with architect and general contractor
- Document contract close out and as required by construction contracts
- Assist Property Management staff during tenant occupancy and project shake-down, including securing as-built drawings (if required), mechanical equipment manuals and warranties, and ensuring smooth transition to occupancy.

Requirements:

- Track record of coordinating construction projects on time and within budget
- 5+ years' experience in residential construction preferred
- Ability to cultivate and maintain relationships with the City and local neighborhood officials and residents during all phases of construction
- Bachelor's degree preferred

If interested, please apply using the link below:

<https://recruiting.ultipro.com/PHI1005/JobBoard/06d62fb3-601c-f012-4d8c-fe3cac1a3cb9/Opportunity/OpportunityDetail?opportunityId=0e06cbfe-e875-4301-878f-096d528c0d5d>