



Barletta Engineering Corp. Barletta Heavy Division, Inc.

To apply, please send your resume to resumes@barlettaco.com

We are currently seeking qualified candidates for a heavy civil Assistant Project Manager position to be based in the Boston area.

ASSISTANT PROJECT MANAGER

Core Responsibilities:

- Assist Project Manager or Senior Project Manager with overall administrative and technical duties for assigned project
- Perform all aspects of project-related cost management, budget forecasting, scheduling, and subcontract and purchase order negotiations
- Assist in the development and maintenance of the construction schedule and collaborate with team and subcontractors to meet milestones
- Support the company's Safety Program and participate in Safety training and meetings
- Provide information to PM to help analyze work load and staffing levels proactively and work to resolve issues related to manpower
- Develop strong relationship with Owner as secondary point of contact by constant communication of schedules, technical and design issues, including RFIs, change orders, and submittal issues
- Track and manage insurance and subcontracts, professional service agreements, and purchase orders
- Assist PM in providing monthly cost reports to management, including forecasting of labor, material, equipment, and subcontractor exposure
- Assist in developing, submitting, and tracking the project QA/QC program
- Responsible for supervision and training of Engineers and Coops along with PM
- Ability to work extended hours, nights, and weekends as Project Schedule demands

Experience/Education:

- BS or MS degree in Engineering or Construction Management or related degree
- 5+ years experience on \$5-50+ million heavy civil construction projects and multiple projects in an assistant Project Manager role
- Or equivalent combination of education and work experience

Knowledge, Skills, and Abilities:

- Demonstrated knowledge of construction cycle related to aspects of full scope of work, estimates, plans and specifications
- Be able to proactively influence and establish positive working relationships with Owner, unions, subcontractors and other company employees



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- Must be detail-oriented, organized, flexible, and able to effectively multitask while working in a fast-paced environment
- Possesses excellent time management and prioritization skills to ensure deadlines are met while providing accurate deliverables
- Extensive experience with project management, cost control, and document control software, such as Viewpoint and Expedition, as well as Microsoft Office
- Possess valid driver's license and ability to operate a site truck
- Ability to work extended hours, nights, and weekends as Project Schedule demands

Barletta offers competitive compensation and benefits including medical and dental insurance, 401(k), paid holidays, and paid time off.

Barletta Engineering Corporation is an EEO employer, and considers applicants for all positions without regard to race, ethnicity, religion, creed, color, sex, gender, gender identity or expression, national origin, age, disability, veteran status, medical condition, marital status, sexual orientation, citizenship, or other basis in accordance with federal, state, or local laws or regulations.