

PLEASANTS DEVELOPMENT, LLC

24012 Frederick Road, Clarksburg, Maryland 20871

Assistant Project Manager

Job Description

Pleasants Development, LLC

Assist Project Manager with tasks related to all phases of a development project to achieve the project goals of delivering a quality product, on schedule and within budget.

ESSENTIAL POSITION FUNCTIONS

The following are required Essential Position Functions for the Assistant Project Manager

Entitlement

- Prepare requests for proposals and summarize the best qualified consultants based on project requirements and challenges
- Proof engineering plans to achieve a marketable, cost efficient design
- Facilitates coordination between consultants to achieve necessary design results
- Develops, designs and implements, with the consultants' assistance, approval strategies and exhibits to achieve governmental and public approval

Permitting

- Prepares, with the consultant and Pleasants Development, LLC (PDL) administrative staff, the required public works agreements, cost estimates and other documentation for Project Manager and VP approval, as required to obtain construction permits and their associated financial guarantees
- Updates and maintains along with the administrative staff the Permit/Bond/LOC Database and insures renewals, updates or other required actions are performed in a timely manner.

Construction

- Assist Project Manager with development and tracking of a detailed construction schedule
- Prepare requests for proposals and summarize the best qualified contractors based on the projects design and specifications
- Aid Project Manager in contract development and exhibit preparation
- Read project plan sets and direct construction field operations with Project Managers input
- Reviews construction progress with Project and Senior Construction Managers oversight. Help to facilitate the resolution of design issues or conflicts.
- Coordinate the status of required inspections, testing and certifications to insure proper compliance with project requirements
- Identify and assist with preparation of proposed change orders for VP approval
- Establishes, with Project Managers participation, proposed grading schemes based upon builder contract or best available information
- Coordinates with the Project and Senior Construction Managers to insure construction activities and inspections are completed as necessary for applicable financial guarantee reductions/releases

Builder Client

- Attend required builder site inspections and document as required by builder contract
- Assists Project and Senior Construction Managers to resolve builder site issues during building construction

HOA

- Support Project Manager as required in preparation of HOA documentation
- Coordinate property management as necessary on HOA Parcels

Supervisory Responsibility

This employee will supervise others and must conduct all interaction in a professional and ethical manner.

Work Environment

The work environment for this position will vary from a professional office setting to on-site work; from contractor offices to public municipality settings. This position requires working in multiple work environments.

Physical Demands

The physical demands described herein are a partial listing of those that must be met by an employee to perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk, hear and see. The employee frequently is required to stand, walk on uneven ground or gravel/dirt surfaces; use hands to finger, handle or feel; reach with hands and arms, push and pull, and lift up to 25 pounds to waist level while bending knees. Climbing, breathing fumes on site and the ability to meet all safety requirements while performing all duties are required. The employer, in its sole discretion, may evaluate any special accommodation requested by the employee.

Position Type/Expected Hours of Work

This is a full-time, salaried position; days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m. Weekend or work in the evenings will be required from time to time. The employer reserves the right to change the work schedule of the employee in the future, as they may deem appropriate.

Travel

There will be travel required for this for this position. This position will require travel to job sites, offices of contractors, or other as necessary to perform the essential position functions of this position. From time to time, overnight travel may be necessary.

Required Experience

- Associates Degree in Civil Engineering
- 3yrs of Civil Engineering or Development design
- 1yr of CAD or MicroStation in production
- Microsoft Project or Fast Track
- Microsoft Office (Excel and Word)

Attributes

1. Self-starter - Seeks direction but thereafter, requires minimal supervision.
2. Work ethic -will get the job done under difficult conditions.
3. Seeks help when necessary - Knows when to seek help from others.
4. High integrity - Once a decision is made, that direction is followed.
5. Communication - Must possess advanced written, oral communication and listening skills.
6. Promotes Teamwork - Fosters trust, respect & collaboration among all team members.
7. Conflict Resolution - Seeks to arrive at constructive solutions during conflict situations.

Additional Eligibility Qualifications

Work Authorization - Confidentiality, Non-Disclosure & Non-Solicitation

Will be working with confidential information and will have access to proprietary and confidential information of PDL and/or the Pleasants Companies. Employee shall be required to execute Confidentiality, Non-Disclosure and Non-Solicitation Agreements at the time the At Will Employment Offer accepted.

AAP/EEO Statement

PDL and the Pleasants Companies provide equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Activities, Duties & Responsibilities

Please note this Position Description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.

Other

All benefits, paid holidays, vacation, discretionary days (PTO) included in the Employee Handbook for Salaried Employees shall apply to this position.

The Company reserves the exclusive right to change, modify or discontinue anything contained within the Employee Handbook at any time.

During the first 90 days of employment, there will be a 90 day Provisional Period. If the employee successfully completes the Provisional Period, thereafter they will become a Regular Employee. The employer reserves the right to extend the Provisional Period, as they may deem appropriate.

All employment at PDL is "At Will" and can be terminated at any time by the employee or the employer.

Compensation, Performance Review Timeframes and Compensation Adjustments

Compensation, Performance Review Timeframes and Compensation Adjustments for this position will be included in any "At Will" Employment Letter that you may receive in the future.

Executed By:

Employee

Date: _____

Witnessed By:

Pleasants Development, LLC Representative

Date: _____