

Assistant Construction Manager Job Description

Magnolia Patio Covers, LLC's Philosophy is to deliver quality projects with the goal of total customer satisfaction while displaying a high level of professionalism and integrity. We are problem solvers with a positive attitude and a results-driven mindset.

Job Summary: The Construction Manager Assistant will assist Project Managers in the planning and coordination of projects, take on some administrative duties, and independently manage some project elements and deliver materials to job sites on time. S/he is responsible for ensuring that all aspects of our services are being delivered to the highest level to ensure client satisfaction.

Essential Job Duties and Responsibilities:

- Assist Construction Manager with delivery of materials to job sites.
- Assist with procuring materials and other items necessary for completing project goals.
- Place orders using a company credit card to purchase materials with certain suppliers
- Supporting the coordination and management of projects.
- Completing any tasks assigned by the Project Manager in an efficient and timely manner.
- Work directly with project managers to help implement project goals.
- Safely operate Company vehicle while pulling a trailer with job materials.
- Adheres to Company policies, procedures, safety compliance and quality standards, while on designated route.
- Unload materials at job sites. Must be able to lift 80+ lbs.
- Performs daily pre- and post-trip inspections.
- Courteously interacts with customers and/or the general public along the route to answer questions or respond to requests. Notifies supervisor of issues requiring management action.
- Maneuver truck into and out of minimum clearance spaces, using mirrors to back up.
- Follows safe operating practices.
- Monitors operations to detect loose debris, using mirrors or direct sight and/or listening for debris falling off truck or trailer.
- Adherence to all traffic rules, regulations and standards.
- Parks and cleans waste from the trailer and truck body at the office each day. This ensures that equipment operations will continue safely and productively.
- Performs other job-related duties as assigned by Project Manager.

David Mills, President
Magnolia Patio Covers, LLC

Date: _____

Construction Manager Assistant

Date: _____

Print Name
