



Job Title: Assistant Project Manager (Construction)

Reports To: Director of Production / General Manager

Location: West Kingston, RI

DAVITT is an award-winning pioneer in the design/build industry with more than three decades of experience. Named a 2019 Best Places To Work company by Providence Business News, DAVITT has refined innovative and transparent processes to create and restore strikingly beautiful, meticulously crafted homes. Beyond design/build, DAVITT also offers expert solutions for emergency response, property restoration, and insurance appraisals.

DAVITT is seeking an Assistant Project Manager to support multiple company divisions. This individual will work with our Project Managers and assist with daily activities to help keep projects on schedule and on budget. This position will also assist to scope and estimate property damage and replacement costs on insurance projects. This is an ideal position for an organized and detail oriented candidate with a background in construction project management or insurance reconstruction.

Essential Duties and Responsibilities:

- Produce, submit and track bid packages to subcontractors.
- Upon the awarding of a contract from the Project Manager, produce and submit contracts and change orders for subcontractors.
- Produce and submit permit applications.
- Maintain subcontractor database.
- Approve material invoices for payment based on agreed to pricing with suppliers and ensure proper DAVITT coding is applied.
- Assist in estimating when necessary.
- Work with Project Manager to determine scope and assess damage to property on insurance projects.
- Provide effective compilation of current costs for materials and sub-contractors and effective Scopes of Work on insurance projects.
- Update metrics on historical data in relation to costs of various items in budget.
- Review catalogs, industry publications, directories, and trade journals and conduct research on suppliers, manufacturers and material on the Internet, to determine the reputation and history of the suppliers and trends in materials. Identify and recommend new products and materials.
- Produce warranty books for clients to be presented at end of project.
- Some exposure to on site projects when necessary (for example, delivery acceptance).
- Travel to suppliers and manufacturers as required.
- Attend appropriate training and meetings as required

Requirements and Qualifications:

- Associates degree in Construction Science, Construction Management, Civil Engineering, Building Technology, or a comparable field of study such as business administration is preferred.
- Five years of related experience in high-end residential construction.
- Experience in Xactimate software is preferred.



Knowledge/Skills:

- Demonstrated working technical knowledge of residential construction methods, material and regulations.
- Ability to be flexible and handle multiple tasks under aggressive timelines.
- Familiarity with software programs for scheduling and budget monitoring.
- Ability to work in team environment
- Demonstrated keen negotiating skills.
- Ability to read blue prints and perform scaled measurements when required.
- Working knowledge of Microsoft Office.
- Strong organizational skills.
- Ability to utilize systems, policies and procedures established by the Company.
- Excellent communication and analytical skills.
- Demonstrated planning and quick decision making ability.
- Strong initiative and prudent risk taking.
- Leadership ability.