



Assistant Project Manager/Project Engineer

Clark Construction, LLC headquartered on Bainbridge Island is one of the Puget Sound region's premier construction firms. Our team of highly skilled construction professionals brings experience in an impressive range of projects, of every scale, from home remodels to multimillion-dollar commercial. An employee owned company, we are committed to building exceptional structures that reflects fine craftsmanship, superior attention to detail, outstanding value and customer service that exceeds the expectation of every valued client.

Role and Responsibilities

- Assist the PM/Superintendent with all duties required of the PM/Superintendent with the goal of becoming a PM/Superintendent with more experience. All work would be done under the supervision and direction of the PM/Superintendent.
- Read and understand plans
- Access plans using computer and tablet
- Do take offs and estimate materials
- Set up a bid analysis and correctly show differences between bids
- Do a billing and understand all facets of the billing process
- Focus on learning the construction methods and terminology from the experienced people with whom you are working
- Review and assign scope of work to all trades
- Manage and comply with project budgets; understand what is/is not included in the budget
- Communicate, track, and document changes to the budget (e.g., Change Orders)
- Multi-task and manage multiple projects and people including office and support staff
- Responsible for processing all written documentation for a project including, but not limited to, RFIs, submittals, updating documents, maintaining accurate and detailed meeting notes and conversation reports and the timely input of all the data into the appropriate Procore job
- Assist the Project Manager and Superintendent with tasks that s/he requests
- Assist the Superintendent in updating schedules and assuring contractual responsibilities are met
- Perform any other task(s) requested by CCLLC

Hiring Requirements

- Dependable and timely
- Years of experience: 2-5
- Excellent communication and interpersonal skills to collaborate with field staff, architects, engineers, and owners
- Excellent computer skills including Outlook, Excel, Word, Project, and Procore
- Valid Driver's License and dependable transportation

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job
- Ability to stand and walk for a 10-12-hour day
- Ability to lift 50 lbs., including overhead
- Ability to perform physical and repetitive motions
- Ability to sit, walk, stand, bend, squat, climb, kneel and twist on an intermittent or continuous basis
- Requires vision and hearing abilities
- Ability to climb permanent and temporary stairs
- Ability to climb ladders and negotiate work areas under construction

Additional Training/Certification

The following certification is required for this position. If an employee does not have the certification, they will be required to obtain it within 6 months of the date of hire or transfer into the position.

- CCLLC Annual General Construction Safety Training
- First Aid/ CPR

Compensation and Benefits

- Salary Range:
 - Kitsap County \$60,000 to \$85,000
 - Seattle – 15 % increase

In addition, Clark offers the following benefits to full-time staff:

Paid time off: 80 hours per calendar year of paid time off (“PTO”) for sick, vacation and personal time

Paid Holidays: There are 7 paid holidays each year:

- New Year’s Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving and the Friday after Thanksgiving
- Christmas Day

Insurance: Eligible for health, dental and short-term disability insurance on the first day of work for employees working at least 30 hours per week

Retirement Savings: Eligible for 401K program through Contractor’s Plan

How to Apply

Applications accepted until the position is filled. Please send cover letter and resume to: hr@clarkconstruct.com. No phone calls please; only applicants selected for interviews will be contacted.