

Assistant Owners Project Manager – Clerk of the Works  
THIS IS AN ONSITE POSITION

WaypointKLA Inc. (WKLA) is a unique and growing firm headquartered in Boston MA, providing Owner's Project Management, Owner's Representation, and Development Consulting services to its clients from the feasibility/planning/design stages through project bid/construction and closeout/move-in. Our experience and client base is in the Residential, Corporate, Healthcare, Retail, Institutional and Restaurant real estate markets, primarily based in New England but with a portion of projects ranging from the Midwest to the entire Eastern and Coastal Regions.

WKLA seeks an Assistant Project Manager to join our team of experienced professionals to provide a wide range of real estate development technical building construction consulting and project management services for owners, operators, and developers of real estate and development projects.

Candidates must have superb organizational and computer skills combined with a background in the building construction industry with the ability to demonstrate a 5+ year history of performing similar work on a consistent and highly regarded basis. The successful candidate will have experience working collaboratively with a team of experts in the industry, taking initiative and responding to challenges with open communication, as well as the ability to adapt to client demands and project requirements.

The Assistant Project Manager's primary responsibility is to support the Project Manager in the successful completion of assigned projects and tasks. This position requires dedicated project management leadership to provide oversight, best practices and expense control along with site level project management for several individual projects. Candidates should have experience leading a team, end to end construction project management experience, as well as the ability to work within an environment of constant change and help mitigate and minimize those impacts on project delivery and budget. The APM will participate in managing project financials, risk management, and client relations. Travel to job sites is required. This position reports to the Project Manager and Principal's.

WKLA is looking for people with the skills, vision and character to go beyond a job description and to find new and innovative ways to contribute to our client's and ultimately our company's success. If you are looking for a position with opportunities for growth, a highly professional work environment, and enjoy working with creative minds, this is the place for you.

ESSENTIAL FUNCTIONS – THIS IS AN ONSITE POSITION

- Assist Project Manager's and Principal's with managing financials, risk management, and client relations of assigned projects from pre-construction to closeout
- Ensure WKLA's standards of safety and quality are adhered to by assertively championing safety culture to project team and subcontractors
- Work collaboratively with Project Manager, Superintendents, project team members, Clients and field teams

- Represent WaypointKLA and the Owner/Client in a professional manner at all times

## RESPONSIBILITIES

- Assist the Project Managers in managing the field and project team successfully and collaboratively
- Manage project files and flow of information for assigned projects
- Participate in developing and maintaining project schedules
- Draft and review subcontracts
- Assist with field quality control, subcontractor coordination, photo documentation, buyout activities, and project closeout
- Assist PM with project financials, budgeting, and cost procedures
- Perform site safety walks, promoting and enforcing safe work practices
- Attend recurring meetings with PM's and company personnel as required or requested
- Attend weekly/monthly recurring meetings with Clients and other project teams as required or requested
- Use project management and scheduling software consistently and accurately
- Attend company and industry events including meetings, trainings, workshops, etc
- Other related duties as assigned or needed
- Responsible for the delivery of:
  - Weekly agendas and meeting minutes for each client and project
  - Schedule updates
  - Project cost updates
  - Updates to project tracking tools
  - Other Reports as required by Client

## General Administrative

- Meetings with the owner and the owner's team to review the status of the project. Identify areas of exposure that require attention
- Review documents to date
- Perform informational site visits
- Coordinate with the owner's consultants for general project information
- Establish with PM's and client the protocol for and distributing and communicating information back to the client

## Planning

- Prepare and monitor "master project schedule" for identifying and tracking tasks with assigned responsibilities
- Review and comment on owner budget
- Owner Budget development and oversight
- Risk Assessment/Strategy

- Permitting
- Establish master schedule for design-permitting-construction-occupancy

#### Design

- Assist in coordination and monitoring the design development process
- Work with the design team in identifying project cost impacts throughout the design process
- Attend periodic meetings with design team
- Review the design documents in an effort to identify value engineering opportunities, improve completeness and clarity
- Coordinate and administer periodic budgeting and estimates to be performed
- Monitor design process
- Coordinate owner's team
- Reinforce owner's goals
- Design team selection and contracts
- Review drawings and specifications for cost savings and owner objectives
- Constructability and Value Engineering Review

#### Bidding/Negotiating

- Prepare and distribute RFP for bidding and negotiating processes
- Prepare and present GC bid analysis for owner review and selection
- Assist in negotiating the final GC contract for construction in conjunction with your attorney, who will prepare, assemble and distribute all documents
- Request for Proposals
- GC Bidder Selection
- Bid Review
- GC Contract Negotiations
- Value Engineering Review
- Constructability Review
- Award of Contract

#### Construction Services

- Represent the interests of the Owner throughout the construction process
- Attend weekly construction job meetings. Adherence to the Quality of construction and work-in-place will be reviewed at this time
- Review minutes, prepared by Architect or GC, for completeness and accuracy, and ensure that the interests of the Owner are properly represented in the minutes
- Review SK's and RFI's from the Architect and Contractor during construction for recommendation to the Owner
- Assist designers in enforcing conformance with contract documents
- Review and comment on monthly requisition with the lender/accounting dept. Lien Waiver review and tracking by owner
- Review the Contractor's schedules, provide input, and monitor progress

- Assist in the resolution of design and construction issues and informally buffer and negotiate disagreements
- Review and monitor owner budgets and track, manage and negotiate change orders in conjunction with client
- Monitor construction process, field conditions and schedule
- Provide updates on technical issues for decision making
- Regular Job meetings
- Management and negotiation of change orders
- Assist designers in enforcing conformance with contract documents
- Monitor General and Subcontractor insurances, payments and lien waivers
- Coordinate utility companies
- Review RFI's, SK's, reports, selections, etc. and respond accordingly on the owner's behalf
- Buffer disputes informally
- Assist in handling owner supplied items, such as security, telephone, data, audio/visual systems, furniture, furnishings and equipment, etc.

#### Construction Closeout

- Assist the Architect in enforcing the punch list and project close out procedures.
- Monitor punch list completion
- Review closeout documents
- Schedule and assist with move-in and opening activities

#### QUALIFICATIONS

Degree in Construction Management or a related field, and a minimum 2-5 years of direct experience as an Assistant Project Manager/Coordinator or equivalent role, in the construction industry.

Candidates must have a basic understanding and knowledge of the construction industry, job site safety requirements, contract management, planning and scheduling, budgets, building products, and relevant technology. Key competencies are initiative, communication, teamwork, and dependability.

Technical Skills: MS Office Suite, Bluebeam, Smartsheet, ProCore.

WKLA offers compensation based on experience and qualifications. Please send resumes to [info@waypointkla.com](mailto:info@waypointkla.com).