

Renovia Job Profile

Role/Title: Assistant Project Manager/Estimator	Department: Production	Location: Indianapolis, IN <i>Willing to relocate w/in 12-24 months</i>
Reports To: Pre-Construction Manager	Date: November 7, 2018	
<p><u>Company Overview</u></p> <p>Renovia is in the construction field with a concentrated focus on coatings and repairs.</p> <p>Our passion lies in building relationships with customers to solve their problems. All projects begin with a foundation of respect and trust, which we embrace as an opportunity to prove our reliability and expertise. Success is measured in our ability to consistently deliver timely, professional, quality work that allows us to continue strengthening these relationships.</p> <p>At Renovia, our painting expertise is the framework of our business, yet our goals are greater. We're dedicated to improving lives by providing lasting, positive impact in the communities we serve.</p> <p>For further information on Renovia, check us out online at www.renovia.com To apply for this position, please email your resume' to Mike Lantz at mlantz@renovia.com</p>		
<p><u>Job Summary</u> The Assistant Project Manager/Estimator (APM) is responsible for helping leaders, estimate, organize and direct mid to high complexity customer painting projects as well as their own less complex projects from the point of handoff through completion. The APM helps ensure projects are completed on time, within budget and with high customer satisfaction. The APM works with internal business units such as Sales and Estimating as well as with the customer, vendors, contractors, and other external stakeholders. This role assumes a gradual increase in responsibility and project complexity over time as proficiency in the role progresses.</p>		
<p><u>Job Responsibilities</u></p> <ol style="list-style-type: none"> 1. Visit project sites to perform take-offs (measurements) and evaluate building surface conditions complete with photos. 2. Develop estimates for each project 3. Review pricing options to determine total costs for labor, materials and equipment and use historical data to ensure costs are appropriate 4. Write proposals to include pricing options determined from spread sheets and scope of work 5. Identify opportunities where additional services can be offered on a project then communicate those to project stakeholders 6. Participate in pre-construction call with leader to determine customer expectations and forecast project timelines, costs and resource needs 7. Assist in setting project budget and negotiate costs throughout the project 8. Identify resources and write sub contracts for cost allotments and scope 9. Approve/release contractor payments, as approved by leader 10. Help leader build project schedule that aligns with customer and subcontractor accessibility 11. Help leader organize and plan all labor and materials for projects 12. Determine subcontractor scheduling based on job size, availability and site access 13. Recruit resources and contractors as needed and train on project basics at project site 14. Visit customer sites at the start of projects and through project duration to check progress, quality, safety and resolve conflicts; including frequent travel outside of home-base city 		

15. Interface with customers and maintain continual communication throughout project
16. Float between projects when shifts in project workloads require
17. Document communications with customers, vendors, contractors, etc.

Competencies/Skills Required

1. Communication (oral and written): Manage information flow and relationships between customers and between other business units; encourage and seek feedback, and be able to address and overcome issues as they arise.
2. Adaptability: Be flexible with changing customer and project needs, site and weather conditions, and work responsibilities.
3. Detail Oriented: Pursue quality in accomplishing tasks and managing projects by performing tasks thoroughly and carefully with few errors.
4. Decision Making & Judgment: Make timely, informed decisions that take into account facts, goals, constraints, and risks.
5. Time/Self-Management: Manage and prioritize own schedule and coordinate with customers and other resources to achieve goals and successful project completion.
6. Collaboration and Teamwork: Establish a working relationship with project PM and other project stakeholders such as vendors, contractors, property managers and internal team members.
7. Customer Focused: Build and maintain customer relationships to achieve satisfaction throughout the project.
8. Integrity and Ethics: Earn others' trust and respect through consistent honesty and professionalism in all interactions.

Education/Knowledge/Requirements

- Previous experience in the paint or construction industries
- Knowledge of web-based project management platforms
- Proficient in Excel or Microsoft Suite