

# Fort Monroe Authority

## Position Description- Assistant Project Manager

<b>Job title:</b>	Assistant Project Manager
<b>Department:</b>	Operations
<b>FLSA status:</b>	Full time/non-exempt
<b>Work Conditions:</b>	Office environment in historic building, not ADA accessible.
<b>Salary:</b>	\$30,000-\$35,000 annually based on qualifications
<b>Reports to:</b>	FMA Project Manager

### Responsibilities:

1. Assist in collecting information, researching document, developing scopes of work, and tracking progress for various repair projects on historic residential buildings, as a member of the FMA Project Management Team.
2. Solicit and receive quotes from contractors for scopes of work.
3. Perform regular inspections to verify completeness of projects.
4. Verify residential contractor work is complete and within scope of work.
5. Assists the project management team in creating project screening forms and dig permits.
6. Assures early identification of residential project problems or issues and facilitates the resolution of identified problems or issues.
7. Performs administrative and field assignments.
8. Assists Project Manager and other departments in permit review, field measurements and photography, and other assessments related to residential construction projects.
9. Assists with creating maps and annotating photos for various projects.
10. Additional duties as assigned by the FMA Project Manager.

### Qualifications

- High school diploma and 3 years relative experience in construction related field required. Associate degree preferred.
- Knowledge of basic construction, architecture and/or engineering principles, applications, and procedures.
- Computer software skills including fluency in Microsoft Office products along with a high degree of computer literacy required. CAD, GIS, MS Office preferred.

- Ability to learn processes and procedures through instruction, participation and observation.
- Excellent verbal and written communication skills.

**Physical demands:**

- Requires bending, squatting, crawling, climbing, reaching.
- Ability to lift, carry, push or pull medium weights, up to 50 pounds.
- Ability to climb ladders, walk on roof tops, enter crawl spaces and basements.

This position will be posted as “Open until Filled.” To apply please forward a copy of your resume, cover letter and FMA Job Application (available on website at [www.fortmonroe.org](http://www.fortmonroe.org)) to:

Joan F. Baker  
Human Resources Manager  
[jbaker@fortmonroe.org](mailto:jbaker@fortmonroe.org)

Or mail to:

Joan F. Baker  
Human Resources Manager  
20 Ingalls Road  
Fort Monroe, VA 23651

**Incomplete applications will not be accepted.**

*The Fort Monroe Authority is an EEO compliant employer.*