

# Fort Monroe Authority

## Position Description – Assistant Project Manager

<b>Job title:</b>	Assistant Project Manager, Fort Monroe Authority (FMA)
<b>Department:</b>	Operations
<b>FLSA status:</b>	Full Time, Exempt
<b>Work conditions:</b>	Office environment in historic building, not ADA accessible. Moderate lifting to heavy lifting (50 pounds), frequent exposure to various weather condition. Regular 40 hour work week, 8:30 AM – 5:00 PM.
<b>Salary:</b>	\$45,600 - \$51,300

**Reports to:** Project Manager, FMA

Are you looking for a challenging and meaningful career that reflects on the past, embraces change and is engaged with the future? If so, Fort Monroe Authority (FMA) is dedicated to helping people reach their career goals and at the same time a great place to work, learn and play! In its long history, Ft. Monroe has witnessed many significant events.

### Responsibilities:

- Assists Project Manger with completing projects on time, to specifications and with accuracy and efficiency
- Researching documents and compile information related to building projects, structures and landscapes
- Inspect and document progress for various historical building repair projects; develop scope of work
- Solicit and review contractor quotes for building repairs. Perform regular inspections of on-going repairs to verify work is carried out per the scope of work, with quality workmanship and on-schedule
- Ensures vendors comply with federal, state, local, industry, contractual and authority regulations, standards, specifications and best practices
- Create and review FMA project screening forms and ground disturbance permits
- Identify and resolve repair issues
- Complete administrative and field assignments
- Conduct permit reviews, field measurements, field photography and other assessments
- Acts as a lision between FMA and vendors
- Assist with creating maps and annotating photos for various projects
- Performs other duties as assigned

### Qualifications

- High school diploma and 3 years relative experience in a construction field required. Associate degree preferred
- Excellent interpersonal, verbal and written communication skills
- Excellent organizational and time management skills with the ability to meet deadlines

- Strong analytical and problem-solving skills
- Some knowledge of residential building construction. A basic understanding of architecture/engineering principles is helpful
- Flexible and able to multi-task; ability to work in a fast-moving start-up environment; demonstrated resourcefulness and ability to set priorities
- Must possess a high level of computer literacy. Strong skills using Microsoft Office and Adobe Acrobat. Experience with GIS, CAD and or other engineering software is helpful
- Ability to learn processes and procedures through training, participation and observation
- Project Management certifications, a plus

**Note: All full-time employees are required to contribute 5% of annual salary toward their retirement account; in accordance with VRS retirement provisions. This will be handled through a pre-tax payroll deduction.**

At the Fort Monroe Authority, we are committed to creating and sustaining an agency culture affirming and respecting diversity. We aim to recruit, develop and retain talented people from a diverse candidate pool. The Fort Monroe Authority is committed to employing inclusive practices in our daily operations and is proud to be an EEO workplace and employer. All qualified applicants will receive consideration for employment without regard to race, color, age, gender, sex, sexual orientation, gender identity, disability, pregnancy, genetic information, protected veteran status, national origin and religion or any other characteristic protected by law.

This posting will be posted as open until filled. If interested, please apply at **Indeed.com**. **Resume and cover letter must be submitted to be considered for this position.**