

Position: Assistant Project Manager for Site Construction

Overview

SiteWorks is a specialty landscape architecture practice that helps translate visionary landscape ideas into reality. We offer a range of technical services encompassing design, executive landscape architecture, specification writing, cost estimating, operations and maintenance planning, constructability reviews, value engineering, construction scheduling and logistics planning, construction inspection and resident landscape architect services.

We are seeking an entry level person to assist with the oversight of the construction of high-profile public realm projects including, but not limited to parks, playgrounds, athletic facilities, waterfronts, streetscapes, plazas, roofscapes, interior landscapes, campuses, green infrastructure facilities, wetlands and natural area eco-restoration.

Responsibilities

Responsible for working with multi-disciplinary design and construction management teams at all phases of project development from conceptual design through the preparation of contract documents, project procurement and on-site construction oversight. Other job responsibilities include: managing all submittals and RFIs during construction, participating in and writing meeting minutes, monitoring site construction activity, cultivating client contact/relationships; management of individual project budgets and schedules, assisting Resident Landscape Architect on a construction site.

Anticipated work week is 40 hours.

Experience with New York City, New York State, and New Jersey public agencies a plus.

Qualifications

As part of our team the position requires the following qualifications:

- Degree from an accredited program in Landscape Architecture, Landscape Contracting, Construction Management or related field
- Minimum of 2 years' experience of both in-office design and on-site construction oversight
- Demonstrated fluency using AutoCAD for construction documentation
- Excellent time management skills
- Keen problem-solving skills
- The ability to be proactive
- Effective communication and collaboration skills
- Solid knowledge of plants, horticultural soils, and construction implementation
- Ability to anticipate schedule challenges inherent to project management and construction
- Demonstrated facility with Microsoft Word and Excel, Microsoft Project, and Adobe Suite.
- A sense of humor

Certifications/Licenses:

- Certification from a Construction Management training program is a plus.
- International Society of Arboriculture (ISA) certification is a plus.

To apply, send a single .pdf file (max 10 Mb) that includes a cover letter stating availability, resume, sample construction drawing and digital portfolio or link to an online portfolio to info@siteworkscm.com. No phone calls please.