



179 N. Westwind Dr., El Cajon, CA 92020
619-328-0420 / 619-888-2027

Project Management Assistant - Construction

Full Circle Design & Remodeling
El Cajon, CA 92020

Job Description:

The PM Assistant's primary responsibilities are to aid in the planning, construction, and logistics for all building projects. The position will report directly to the Production Manager.

Core Capabilities:

- Clean DMV Record.
- Responsible and dependable
- Well organized
- Punctual, always on time.
- Computer literate
- Excellent problem solver
- Effective communication skills, verbal and written

Job Duties:

- Assist with the procurement of materials. Some driving of company vehicle is required.
- Assist in the managing and the execution of construction projects, planning labor requirements, equipment requirements, material deliveries, and timing, to ensure completion of job(s) within project deadlines.
- Manage safety, quality and productivity of work at sites and/or shop/yard.
- Assist in the preparation of jobsites prior to the beginning of a project.
- Operate various tools and equipment, including: heavy equipment, chainsaws, jackhammers, laser levels, measurement equipment, shovels, hammers, drills, etc.
- Assist in the construction of walkways, fences, decks, posts, etc.
- Perform preventative maintenance on tools and equipment by conducting inspections, lubricating, and cleaning on a daily basis.
- Read and interpret blueprints, structural drawings, and specifications to delegate/complete work activities.
- Meet with subcontractors and supervise quality, efficiency, and deadlines.
- Complete and submit all required paperwork on a daily basis, including: daily site meeting logs, crew daily forms, equipment daily inspection forms, attendance tracking, time and materials billing summaries, requests for time off, etc.
- Comply with all company policies and regulations.
- Maintain and enforce standards of cleanliness and organization in assigned trucks, trailers, equipment, jobsites, and shop/yard areas.
- Ensure that all work activities are carried out in a safe and efficient manner, and that all crew members are in compliance with government and company standards.
- Enforce and work in accordance with all local health and safety laws and regulations at shop/yard and on jobsites.
- Communicate with customers in a polite and courteous manner.

Requirements:

- High School Diploma, GED or equivalent
- Minimum of 2 years' experience in the Residential construction industry.



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- Valid CA Driver's License & clean DMV record
 - Effective communication skills (both verbal and written).
 - Ability to work under pressure and tight deadlines.
 - Time management skills.
 - Ability to read and interpret blueprints and specifications.
 - Knowledge of specific materials, methods, tools and equipment required to complete various landscape/construction practices.
 - Speak, read, and write English (ability to speak Spanish as well is also beneficial).
 - Carry and use a smart phone or data-enabled device for communication and reporting.

Work Conditions:

- Ability to work with hand tools, power tools, small engine equipment, heavy equipment, and materials.
- Ability to lift a minimum of 50 lbs. repeatedly through an entire work shift.
- Ability to work in a fast paced environment.
- Excellent stamina is required.
- Work near heavy equipment and other vehicles on a regular basis.
- Work outdoors in various conditions including heat and humidity, rain, dust, noise, and cold.
- Flexible working hours including occasional weekend work.

Compensation:

- \$12.00 - \$16.00 per hour starting depending on experience
- Benefits available

Email Resumes to careers@fullcirclesandiego.com

More information available at www.fullcirclesandiego.com/