Brink Constructors Project Manager Technician Purpose

A Brink Project Management Technician is responsible for the overall administrative support of the individual project. The Project Management Technician (PMT) supports the overall Construction Management process in successfully bidding and executing projects. The Project Management Technician reads through the contract and prepares a summary of deliverables for the Project Manager and Construction Manager team to utilize when bidding a project. The PMT will also request pricing on material for the project as well as support the materials process for the project. The process once complete should be set up to order any material with minimal additional work. The PMT will support the project team in sub-contracts, change orders, and are focused on great customer service both internally and externally.

They are responsible for supporting the material management and procurement ordering process, scheduling, expediting, receiving, staging and delivery of material. They work with the Project Manager and the Construction Manager in the development of customer invoices and reviews and assists with the entire project execution and completion.

### Reporting Relationships

The PMT reports to the Senior Project Manager and has a dotted line relationship with the Project Manager and Construction Manager. They are responsible for supporting the overall administrative functions and oversight of the project.

### Key Relationships

Project Manager, Construction Manager, Vice President, Owner, Other Project Managers, Administrative staff, Field Staff, Environmental, Safety and Health, Contracts Management, Vendors and Accounting

### Essential Responsibilities that are critical to Organizational Success

1. **Project Safety**
   a. Ensure all safety postings are sent to be posted as required.
   b. Ensure that all safety policies and procedures are adhered too.
   c. Ensure all specific department deliverables are identified and moved to said department (Safety, Environmental, etc.) once identified.

2. **Equipment and Tools**

“Make it Safe, Keep it Safe”
a. Support Project Manager and Construction Manager team with equipment and tools needed on the project.

3. Production
   a. Be prepared and provide support for identified tasks that need to be updated during weekly project meetings.
   b. Supports Project Manager and Construction Manager to meet production schedules.
   c. Communicate with Project Manager, Construction Manager and Superintendent to maintain a good working relationship.
   d. Assist the Project Manager and Construction Manager with the submittal of change orders.

4. Project Paperwork and Documentation
   a. Read and understand all contract requirements. Understand and present deliverables to Project Manager and Construction Manager.
   b. Support the creation in conjunction with Contracts team on all Sub-Contract Agreements.
   c. Support the PM with the Creation and update of Weekly Material Takeoff and Material Control.
   d. Assist Construction Manager with Change Orders.

5. Mentor Others
   a. PMT generally have a different set of responsibilities than the Project Managers or Construction Managers within the Brink Organization. The knowledge and information should be passed along to others and brainstormed in a manner to grow others within the organization.

**Duties of the Project Manager Technician is to ensure Project Success**

- Work with PM to ensure all projects are completed in a safe and consistent manner.
- Support Construction Managers and administrative staff with necessary tasks.
- Responsible for supporting the preparation of the project.
- Support the project planning and execution.
- **Coordinate with the PM/CM and** Submit Requests for Information to clients when guided.
- Coordinate meetings, schedules updates, and submit deliverables when asked.
- Support the Preparation of weekly/monthly progress reports.
- Reports to management team.
- Keeps emphasis on client, developing an understanding of the client’s culture, key people and processes.
- Know and understand the contract, provide support where necessary.
- Supports the creation of construction documents.
Required Education and Experience

- Bachelor’s Degree in Construction Management, Industrial or Electrical Engineering or an equivalent experience.
- Basic construction experience with tools, equipment and procedures.
- Prior utility construction experience a plus.

Skills Abilities and Other Characteristics

- Prefer industry knowledge in electrical transmission and/or substations.
- PC proficient with MS office products including proficiency with Excel.
- Must pass mandatory drug and alcohol screening(s).
- Willing to travel up to 25% of time coordinating projects.
- Excellent communication skills with ability to present technical information.
- Strong organizational skills, attention to detail and the ability to prioritize and complete multiple projects in a timely manner.
- Ability to make decisions and operate independently with respect to issues and business requirements.
- Ability to function in a team environment.
- Ability to develop and maintain effective internal and external business relationships.

The information contained in this position description describes the general nature and level of work being performed in this job. This description is not intended to be an all-inclusive list of responsibilities, duties, and requirements for employees in this position. The incumbent is responsible for performing all duties in a safe and efficient manner in compliance with safe work procedures and safety regulations. This job description is not intended to constitute an offer or contract for employment. Job descriptions may and do change periodically.