

Margolis Company

Located in Roseville, Minnesota Margolis Company offers highly technical commercial landscaping services to the Greater Twin Cities Metropolitan Area along with infrequent work in other major Minnesota cities. Margolis Company has been in operation for over 80 years. Major projects over the years span from Universities, sports facilities, corporate campuses, apartments, industrial campuses, shopping centers and much more.

Assistant Project Manager

The Assistant Project Manager is an entry level position that completes supporting tasks for project managers on a day-to-day basis in both the operations department, dealing with install, and sales/estimating department lining up future work.

REPORTS TO

- Project Manager

SUPERVISES

- Superintendent, Foremen, Laborers (on as needed basis)

RESPONSIBILITIES

- Assist Project Managers in managing landscape construction projects awarded to the company
- Participate in pre-project meetings to review estimates, plans and specs with Estimator
- Assist Estimators with preliminary proposal for approval by Project Managers
- Understand and monitor contractual requirements as they relate to labor, subcontractors, and other utilization requirements
- Review all design revisions for change in cost and schedule. Ensure Project Manager is aware of changes and are constructing to the most current revisions.
- Proactively identify and correct potential safety hazards at each jobsite or for each task.
- Maintain accurate project documentation and ensure all is properly saved on the company server.
- Proactively identify potential “problem areas” early in the process and develop strategies to overcome
- Assist Project Manager with updating and reviewing project schedule and two weeks look ahead on a weekly basis with other project managers and the leadership team to assure the company is functioning efficiently as a whole with projects company wide
 - Example: Equipment and labor distribution between project managers and jobs.
- Performs estimating and bidding for future projects
- Use Microsoft programs and LMN along with other programs to complete responsibilities
- Helps maintain organization of project files (computer and paper)
- Competes other tasks that assist in the day-to-day operations of the company as a whole including the Project Manager
- May be asked to work with crews as a laborer performing tasks such as maintenance, replacements, installation, or deliveries on an as needed basis
- Comply with all company policies as well as in accordance with all local health and safety laws and regulations
- 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 PPE standards
- Communicate with customers and fellow employees in a polite and courteous manner
- Other tasks as applies

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Requirements

- Effective communication skills
- Time management skills
- Mathematical skills
 - Basic Business Math
 - Ability to create and understand budgets
 - Geometry, Algebra, and physics required to calculate volume, area, and tonnage
- Computer Skills
 - Ability to use Microsoft suite
 - Ability to learn and adapt to new programs and technology as they are introduced
- Ability to work independently or in a group
- Flexible working hours including overtime and occasional weekend work
- Ability to read and interpret blueprints/structural drawings and construction documents
- The ability to walk, crouch, stand or perform strenuous physical tasks over long periods of time
- Lift a minimum of 50lbs repeatedly through an entire work shift and lift/move 100lbs on occasion
- Work near heavy equipment and other vehicles on a regular basis
- Work outdoors in various conditions including heat, humidity, dust, rain, noise and cold
- Preference given to candidates with a valid driver's license and safe driving record

Qualifications

- Education: High School Degree, GED, or Equivalent required. College degree in Landscape or Horticultural field preferred.
- Experience: Previous experience in landscape, nursery, horticultural or related field preferred. Administrative experience preferred.
- Bilingual Spanish skills are helpful but not required