



Assistant Project Manager

Job Description

- 1) This position encompasses the following summary of responsibilities for automotive paint finishing, industrial and commercial sheet metal projects and associated ventilation systems:
 - a. Quotation / Estimating Support
 - i. Requesting quote numbers
 - ii. Quoting small jobs
 - iii. Field measuring
 - iv. Requesting subcontractor quotations
 - v. Researching and requesting quotations from equipment vendors
 - vi. Scheduling and attending site visits with bidders
 - vii. Interface with HMW internal engineering for assistance with material and labor estimates
 - viii. Writing proposal letters
 - ix. Developing sketches for proposals
 - b. Project Support
 - i. Request job numbers
 - ii. Create project schedules
 - iii. Write Subcontracts and Purchase Orders in Foundation Software, based on Project Manager's input
 - iv. Enter budgets in Foundation Software
 - v. Send in manpower and labor clearance for jobs
 - vi. Perform site visit and reviewing of prints to understand scope of project
 - vii. Act as HMW representative onsite for customers
 - viii. Gondola coordination with customers
 - ix. Coordinate material laydown and strip out areas for customer
 - x. Equipment and material delivery logistics and coordination
 - xi. Site visits with customer to understand procedures and final field measurements before start of project
 - xii. Attend weekly project coordination meetings
 - xiii. Coordination between field crews and customer with equipment lockout schedules, and ensuring locks have been removed after work is complete
 - xiv. Act as the HMW Project Manager's eyes and ears while onsite
 - xv. Coordinate job kick-off meeting with internal sheet metal foreman to outline scope and schedule
 - xvi. Interface closely with the lead Project Manager to understand details about the project and needs of the customer
 - xvii. Provide projections for job progress and completion dates
 - xviii. Utilize Foundation Software reporting tools to monitor job hours



- xix. Review and approve project hours in Foundation Software
- xx. Oversee quality control on assigned projects
- xxi. Coordinate the return for rental equipment
- xxii. Maintain site cleanliness and housekeeping
- xxiii. Inspection of installed equipment for customer buy-off (Protag)
- xxiv. Attend customer buy-off / Protag meetings
- xxv. Validate that all field testing reports (Megger, Gas Leak, etc.) have been performed and properly documented
- xxvi. Coordinate equipment start-up with vendor technicians
- xxvii. Coordinate system airflow balancing, testing and data collection
- xxviii. Coordinate mechanical equipment balancing for new fans
- xxix. Request project specific Certificates of Insurance from company's agent, then submit copies to Project Manager and customer

c. Safety Support

- i. Work with safety manager to create safety book for projects
- ii. Write Pre-Task Safety Plans for self-performed work
- iii. Create and laminate safety signs for projects
- iv. Act as HMW safety representative in the absence of the assigned safety resource
- v. Arrive to site before start of shift to secure work areas with barricades, tape and signage
- vi. Attend daily tool box talks / pre-task review
- vii. Compile labor hours from Foundation Software for customer's safety records
- viii. Perform and complete daily site safety evaluation forms
- ix. Inspect and complete material handling equipment forms
- x. Schedule safety orientation for internal trades and subcontractors

d. General

- i. Assisting your assigned Project Manager with administrative, coordination and onsite duties for their respective projects.
- ii. Special tasks and duties as assigned by the company's Operations Manager and/or Ownership.

2) Position Requirements, Skills & Experience

- a. Experience in Automotive Construction, Industrial Ventilation and/or Paint Finishing Processes
- b. Experienced in Excel, Word, Project and Outlook email software
- c. Strong reading/writing skills for proposal development and email correspondence
- d. Degree preferred
- e. Travel to job sites both in and out of state required.
- f. Primary office location is the main office in Detroit

3) Company Highlights

- a. Company was established in 1936
- b. Nationwide leader in Metal Fabrication for over 85 years



- c. Specialized in paint finishing process systems for over 40 years
- d. Recent investments in new fabrication machinery
- e. Company is focused on growth in the US market
- f. Ownership is very involved in day-to-day activities and working directly with all staff
- g. Foundation Software for creating PO's and Subcontracts
- h. SharePoint cloud-based file retention server for storage of all company documentation
- i. Annual bonus based upon individual/company performance
- j. Salaried position with other compensation benefits
- k. BCBS Healthcare
- l. 401K Retirement Investment Account with up to 4% match
- m. Profit sharing pension plan
- n. Yearly pay reviews with inflation allowance (typically 2%)
- o. Company headquartered in Detroit, MI with sheet metal fabrication shop

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