

Corporate Office
1066 West Third Avenue
PO Box 11
Shakopee, MN 55379
Phone: 952-445-4143
Fax: 952-445-4337
www.dannysconstruction.com

Chicago Regional Office
86 North Bridge Street
Gary, IN 46404
Phone: 219-883-8821



Southern California Regional Office
13250 Florence Avenue
Santa Fe Springs, CA 90670
Phone: 213-718-6199

Northern California Regional Office
One Avenue of the Palms
Building 1, Suite 156
Treasure Island
San Francisco, CA 94130
Phone: 415-772-1991

CERTIFIED ADVANCED STEEL ERECTOR



STEEL ERECTION SPECIALISTS

DANNY'S CONSTRUCTION COMPANY, LLC

Job Description

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|--------------|--------------------------------------|
| Position: | Assistant Project Manager |
| Reports to: | Site Project Manager |
| Designation: | Exempt, Full Time |
| Hours: | Monday-Friday, 8:00 a.m. – 5:00 p.m. |

Responsibilities

1. Responsible for field support services as requested by the Division Manager, Project Manager and Superintendent/Foreman to assist with construction of various structural steel, reinforcing steel, miscellaneous metals and bridge projects.
2. Provide operations support for all field activities on the job site which may include tracking steel and bolt inventory, surveying support, managing erection drawings, tracking and documenting field changes and extra work items.
3. Maintaining project schedule in digital format required by client and/or Company.
4. Maintaining project documentation on internal SharePoint site and various client applications.
5. Assisting in estimating and takeoff efforts as requested.
6. Contribute to the development, documentation, implementation and enforcement of the Company erection and quality control procedures as well as the Company's safety policies.
7. Assist in the development and implementation of project safety programs in cooperation with our customer, the owner, our employees and others at project job sites.

Required Skills

1. Proficient in Microsoft Office.
2. Professional verbal and written communication skills.
3. Organize, prioritize and meet multiple deadlines.
4. Ability to complete work with a high degree of accuracy and thoroughness.
5. A valid driver's license and acceptable driving record are required to drive personal and company vehicles for company use.
6. Physical ability to perform job functions including walking to various parts of the job site, climb stairs and ladders to inspect work areas, light lifting and bending. May require extended time working from a desk or extended periods of time walking outdoors.

Danny's Construction Company, LLC is an AISC Certified Advanced Steel Erector. Monitoring of procedures, planning, and documentation required to maintain this level of certification is a duty of all Danny's Construction Company employees. Your input and suggestions for continuous improvement are welcome.

I understand the description of this job and the essential functions, as given above. I also understand that not all of the duties are described above, and that I will perform those above and other related duties as directed by my supervisor and management. I further understand that employment is at-will, and that either I or my employer may terminate the employment relationship at any time.