



**Position:** Assistant Project Manager  
**Department:** Construction  
**Reports to:** VP of Construction and Design  
**Post Date:** 10/2/23

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## About the Company

ADG is one of the world's most respected water park and aquatic venue design, construction, and manufacturing firms in the industry offering a comprehensive range of products and services that continue to set the standard throughout our industry. Our commitment to innovation, creativity, and high-quality work is reflected in everything we do, whether that's manufacturing a single component for a wave system or building a complete 20-acre waterpark.

As part of our team, you will have the opportunity to be a part of some of the most dynamic and creative projects taking place in the industry today. While ADG's headquarters is located in Upstate New York, our projects span the globe. And our client list features the best of the best, including Sea World, Six Flags, Wet n' Wild, Dollywood, Marriott, Hyatt, Gaylord Resorts, Hollywood movie productions, and much, much, more.

ADG is a high energy work environment with fast paced deadlines. You are right for our team if you are a proactive problem solver with attention to detail, able to maneuver multiple projects at once and can easily handle multiple and often shifting priorities and get great satisfaction on a job well done!

## About the Role

The Assistant Project Manager will serve as a vital team member in support of the Project Management team assisting the Construction Project Managers with all aspects of building all construction projects from commencement to completion. Responsible for a specific focus on document control (RFIs, submittals, material delivery), contracts review, purchase orders, and effective subcontractor coordination throughout the entirety of the project.

## Key Responsibilities

Duties will include, but not limited to:

- Assist with overseeing, inspecting, and filing the paperwork sent in from Subcontractors, which will include, but not limited to; progress reports, Daily Reports, Schedule Updates, Monthly Invoices, and any other contract correspondences.

- Management and enforcement of subcontractor compliance – executed subcontracts, valid insurance certificate, etc.
- Assist with internal and external document controls, and reporting, as well as maintaining constant and effective communications with vendors, trades, inter-company team members, and external resources.
- Assist with creation of RFIs, subcontract agreements, bid documents (RFPs) and change orders.
- Submittal processing and tracking.
- Interaction with Architects, Subcontractors, Owners, and Engineers as needed.
- Drawing Management, which includes keeping drawing sets up to date, both hard copies, and electronic copies.
- Take meeting minutes, summarize discussions and decisions and report to team members.
- Equipment take-off, ordering and keeping track of all equipment/material deliveries for each project.

### Qualified candidates should offer the following experiences and skills

- A higher level of education in construction management/engineering or an equivalent combination of training and experience is preferred.
- Professional experience in construction planning, cost estimating, project scheduling, resource management (including labor, material, and equipment scheduling), and construction document reading, and interpretation is a plus.
- Experience with Microsoft Office. Construction and/or project management software knowledge is a plus.
- A self-starter with the ability to work both independently and the flexibility to work cross-functionally as a team member with our engineering and part of cross-functional teams in construction, design, and engineering.

- Excellent communication and presentation skills. Ability to communicate effectively both in writing and verbally.
- Proficiency in Microsoft Office.
- Ability to meet deadlines and work in a fast-paced environment with changing priorities.

## Travel Requirements

Must be available to travel nationally to project sites when needed.

## Why ADG?

Our team members are hardworking, dedicated and highly respected within the industries that we serve. Our reputation has been built on delivering creative and innovative solutions with a “whatever it takes” approach to client satisfaction. The foundation of our success has been built upon the talents and integrity of our employees, and we value the contributions of every team member.

As you help build ADG's success, we are committed to helping you build a prosperous and successful future. We offer challenging career opportunities, competitive salaries, and a comprehensive suite of benefits to promote the health and financial security for you and your family.

Every ADG employee is empowered to act in ways that make each day better, whether that’s lending a hand to a colleague or bringing forward a new client solution or process improvement. Individually and collectively, our work achieves results that make a difference — for our clients, our client's customers, and ourselves.

## Benefits

- Competitive Paid Time Off
- Company Paid Holidays
- Comprehensive health care insurance plan that covers medical, dental, prescription, and vision.
- Competitive 401(k) program with employer matching contributions
- Daily dress code of “business casual”
- A positive work environment
- And much, much more

If interested in applying for this position, please submit resume & cover letter to:  
[jobs@aquaticgroup.com](mailto:jobs@aquaticgroup.com).