



Position Title	Assistant Project Manager	Position Code		Eff. Date	07/01/2025
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Job Code		EE Type	Salary	FLSA	Exempt
Location	AMICO – Birmingham	Department	Security		
Reports to	Security Sales Operation Manager	Direct Report			

Position Summary

Responsible for the overall direction, coordination, implementation, execution, control and completion of specific AMICO Security projects ensuring consistency with company strategy, commitments and goals

Primary Accountabilities (Essential duties:)

- Coordinate team members to manage projects from order receipt through completion including detailing for customer approval and creation of shop releases
- Learn to review and interpret designs, drawings and specifications to direct detailers to prepare drawings to shop standards and customer’s intent
- Assist Sales during quotation process as needed for estimation accuracy
- Work with Sales and Operations to ensure orders are executed in their entirety
- Develop Bills of Material for jobs and monitor Outside Processor production schedules
- Interface with supply chain for project requirements
- Develop and maintain schedules for assigned projects
- Track and manage profitability of projects
- Train Installation crews as needed and conduct on-site construction visits.
- Quality assurance
- Clear and Precise Communication with Internal and External Customers
- Prepare to move into a Project Manager position after 9-12 months in this role
- Maintain regular, reliable and punctual attendance as a fundamental function of the role.

Secondary Accountabilities

In addition to the primary accountabilities listed above, individuals may perform other duties as assigned.

Position Qualifications

To perform this job successfully, an individual must be able to perform each primary accountability satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Additionally, the physical demands and the work environment typically encountered are listed below. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties.

Education / Experience

An equivalent combination of education and experience required to successfully complete the primary accountabilities is indicated below.

Degree: Bachelor’s Degree preferred

Major: Civil or Mechanical Engineering/Building Construction Management/or related field preferred

Years of Experience: 5 years related experience and/or technical training relating to Fence Installation or on Site Construction management. PMP preferred.



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An equivalent combination of education and experience may be considered.

Competencies / Technical Skills

Core Competencies : Fostering Teamwork; Managing Performance; Building Collaborative Relationships; Customer Orientation; Result Orientation; Personal Credibility.

Organizational Competencies: Initiative; Developing Others; Influencing Others

Technical Skills: Microsoft Applications; expertise in Excel and other data management tools

Licenses / Certifications

None

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit, talk and listen. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Conditions

Environment: Office/Construction Sites

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the office work environment is usually moderate.

Conditions outside the office may be subject to extreme temperatures, loud noise, moving machinery and sharp objects.



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Employee Acknowledgement

I acknowledge that I have received, reviewed, and understand the job description for the position of Assistant Project Manager. I understand that it describes the general nature and level of work expected of someone in this position. I also understand that it is not an exhaustive list of all responsibilities, duties, and skills required for the role and that management reserves the right to modify this job description at any time, with or without notice.

I understand that this job description does not constitute a contract of employment and that my employment is at-will, meaning either the Company or I may terminate the employment relationship at any time, with or without cause or notice, unless otherwise required by law or a written employment agreement.

By signing below, I acknowledge that I am able to perform the essential functions of this position, with or without reasonable accommodation, and agree to perform the duties outlined herein to the best of my ability.

Employee Name (Print) _____

Employee Signature _____

Date _____