**ASSISTANT PROJECT MANAGER - TRANSPORTATION**

Our Assistant Project Managers (APM) assist our Project Managers (PM) in delivering solutions to complex transportation projects. The APM will work closely with GBS PMs and contribute to and support the planning and execution of projects. Responsibilities include developing project schedules and budgets, developing contract scopes of work, monitoring project controls and project progress, leading the resolution of project issues, following up with clients and project stakeholders, coordinating meetings, and maintaining project documents and reports. The APM may take direct lead over various project aspects and will be the primary back-up for the PM. They will endeavor to understand the client and the critical aspects of the project and work diligently to help achieve successful project completion.

The successful candidate will have experience developing transportation projects, a solid understanding of Caltrans design and project delivery practices, or similar background and established relationships with local Bay Area transportation agencies. As GBS and the APM grow, there will be opportunities for the APM to become a Project Manager.

**Requirements**

* Bachelor’s Degree in Civil Engineering or related discipline
* Familiarity with transportation engineering design and Caltrans project delivery procedures
* Five or more years of experience working on transportation projects

**Desired Qualifications**

* Registered PE in the State of California (valuable, but not required)
* Experience managing client contacts and relationships
* Knowledge of Bay Area transportation agencies and their delivery practices and policy
* Experience making presentations
* Experience developing proposals
* Construction management and/or contract administration experience
* Project controls experience with cost and schedules
* Knowledge and experience with the full life cycle of projects from studies through construction
* Ability to effectively communicate at all levels of the organization both in person and in writing

Gray-Bowen-Scott is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or other characteristics protected by law.

GBS participates in E-Verify.