

Assistant Project Manager – Technical Projects

This is a full-time on-site role for an **Assistant Project Manager – Technical Projects** at **DeBrine Associates** in the San Francisco Bay Area. The Assistant Project Manager plays a dual role: independently managing smaller technical construction projects while also supporting Project Managers and Senior Project Managers on larger, more complex and mission-critical work.

This position is designed for a candidate who is ready to take ownership of projects, deepen their technical and leadership skills, and grow toward a full Project Manager role.

Key Responsibilities

- **Independently manage smaller technical construction projects** from planning through execution and closeout, with oversight and mentorship from senior team members.
- Support Project Managers and Senior Project Managers on larger, more complex projects by assisting with planning, coordination, and execution.
- Develop and maintain project schedules, budgets, risk logs, and action item tracking for assigned projects.
- Coordinate with general contractors, vendors, and consultants to support pricing, procurement, and construction activities.
- Track and manage project documentation including drawings, RFIs, submittals, meeting minutes, schedules, and cost logs.
- Participate in project meetings and field walks to monitor progress, identify risks, and support issue resolution.
- Help ensure compliance with safety requirements, quality standards, and project procedures.
- Communicate clearly and consistently with internal team members and external stakeholders to maintain alignment and momentum.
- Escalate risks, constraints, and decisions appropriately while maintaining accountability for assigned scopes.

Qualifications

- Bachelor's degree in architecture, construction management, engineering, or a related technical field.
- 4–7 years of experience in construction project management or a closely related role.
- Demonstrated experience supporting complex projects and managing complex scopes or smaller projects independently.

Required Skills and Experience

- Strong understanding of construction documents, workflows, and project delivery processes.
- Proficiency with project management and collaboration tools (e.g., MS Project, Smartsheet, Bluebeam, or similar platforms).
- Ability to review and interpret construction drawings, specifications, and technical documentation.
- Proven ability to manage multiple priorities across projects of varying size and complexity.
- Strong organizational, communication, and interpersonal skills.
- Proactive, solutions-oriented mindset with strong attention to detail.
- Ability to work independently while collaborating closely with Project Managers and Senior Project Managers.
- Lab, clean room, prototyping, or other technically complex project experience is a plus.
- Campus or multi-building project experience is a plus.

Why Join Us?

- Lead projects while learning from senior leaders on larger, high-impact work.
- Work on technically challenging projects in innovative environments.

- Be part of a high-functioning, collaborative, and multidisciplinary team with clear career progression.
- **The salary range for this position is \$150k to \$170k annually**, with a generous benefits package. Compensation offered may vary based upon work location, experience, qualifications, specialty training, and market and business considerations, among other factors.
- **Join us in shaping the future of innovation.**