



Assistant Project Manager – Public Works (Indio, CA)

Location: Indio, CA

Employment Type: Full-Time

Full-Time; On-Site

About Mountain Cascade:

Founded in 1975 and headquartered in Livermore, California, Mountain Cascade, Inc. has grown from a single-contractor operation into one of the most respected and innovative general engineering firms in Nevada and Texas. With over a century of combined management experience, we specialize in tackling the most complex and challenging infrastructure projects, underground pipelines, pump stations, water and wastewater treatment plants, site utilities, and heavy civil works, that many contractors prefer to avoid. By blending deep technical expertise with creative problem-solving, unwavering safety standards, and a relentless commitment to quality, we deliver reliable, forward-thinking solutions that set the industry standard for excellence.

About the Role

Mountain Cascade, Inc. (MCI) is seeking an experienced Assistant Project Manager to lead the Construction Management efforts on a major Coachella Valley Water District (CVWD) Sewage Treatment Plant construction project. This role is critical to the successful planning, coordination, and execution of construction management activities, ensuring work is completed safely, on schedule, within budget, and in full compliance with project specifications.

The Assistant Project Manager will serve as a key representative of Mountain Cascade, working closely with internal teams, subcontractors, engineers, and the Owner to deliver a high-quality project.

Key Responsibilities: Includes other duties as needed

- Submittals, Schedule, Change Orders, Testing Plans as well as below:

Project & Field Engineering Support

- Serve as a professional representative of Mountain Cascade on-site
- Support field engineering and construction coordination efforts
- Assist in monitoring project progress against schedule and budget objectives
- Coordinate with field personnel, subcontractors, suppliers, engineers, and Owner representatives

Pre-Construction & Job Setup



- Review job files, drawings, specifications, subcontractor and supplier quotes
- Assist with preparation of specification summaries and project startup documentation
- Coordinate contract execution with internal insurance and contracts teams
- Collaborate with Scheduling to align project schedules with company and Owner requirements
- Organize and lead Pre-Construction Meetings
- Assist in developing:
 - Construction schedule
 - Subcontractor and representative lists
 - Submittal and shop drawing schedules
 - Schedule of values and payments

Project Administration & Coordination

- Support the Project Manager in coordinating project activities
- Request and coordinate shoring designs, traffic control plans, SWPPP, and required submittals
- Issue purchase orders and subcontracts for job-start materials and services
- Coordinate material deliveries, labor, and subcontractor activities
- Maintain daily communication to ensure timely procurement and execution
- Support project closeout activities, including:
 - Punch list development
 - Final walkthroughs
 - Record drawings, as-builts, O&M manuals

Team Collaboration and Support

- Provide indirect supervision and support to Project Management staff
- Assist in hiring, retention, coaching, and performance evaluations
- Contribute to continuous efforts and company initiatives
- Proactively resolve team issues and escalate to management as needed

Other Essential Duties

- Operate a motor vehicle to travel between multiple active construction sites within the same workday, often on short notice
- Transport project plans, tools, and job-related material to and from job sites, including locations where public transportation or ride hail services are impractical or unavailable
- Respond promptly to time-sensitive field issues where delays would negatively impact safety, scheduling, or contractual obligations
- Access remote or undeveloped project sites that are not reachable by alternative transportation methods

Qualifications:



- 3-6 years of construction experience, including 3+ years on sewage treatment plant projects
- Experience working for a contractor as an Assistant Project Manager
- Bachelor's degree in Civil Engineering (BSCE), Construction Management (BSCM), or Mechanical Engineering degree preferred
- Strong organizational, communication, and leadership skills
- Valid driver's license

Salary: \$80K - \$120K

Certifications & Licenses

- First Aid and CPR certification
- Competent Person training

Physical Requirements

- Ability to stand, walk, climb, kneel, crouch, and work in active construction environments
- Regular lifting up to 10 lbs; frequent lifting up to 25 lbs; occasional lifting up to 50 lbs
- Ability to work in outdoor conditions and noisy environments

Work Environment

- Frequent exposure to construction equipment, moving machinery, heights, and outdoor weather
- Occasional exposure to dust, fumes, chemicals, temperature extremes, and electrical hazards

How to Apply?

Please send your resume to: hr@mountaincascade.com