



Position: Project Manager

Status: Full-time, Regular, Exempt

Reporting to: Principals

Summary: Responsible for project(s) in all or most phases of development. Established schedules and budgets and monitors adherence to both. Oversees design development, planning, and coordination of the production of working drawings on project(s). Has client contact and supervises project personnel for those project(s). The Project Manager interfaces with a Project Architect and/or Principals on the technical aspects of the construction documents. Works under the supervision of a Principal.

PRIMARY RESPONSIBILITIES

- Create and contribute to inspired project design and development
- Provides clear, concise, and strong team leadership
- Drawing Set development and oversees the coordination of Revit model
- Quality control and assurance for project documentation
- Supports other project managers with peer reviews and staffing coordination
- Project management on project(s) – interact with the project team members to ensure smooth workflow and track project progress with responsibilities including:
 - Responsible for day-to-day relationship with clients
 - Coordinate and interface with consultants
 - Interact and coordinate with various jurisdictions
 - Work with internal and external project team on successful project delivery
 - Creating, editing and managing working drawings and construction documents
 - Code research and application of code to project design
 - Research and specify materials and systems with a focus on sustainability and innovation
 - Maintain relationships with clients, contractors, and consultants to provide a high level of service

QUALIFICATIONS

- B.Arch or M.Arch from an accredited school of Architecture
- Licensed or on licensure track in California
- 7 to 10 years of architectural practice experience
- Demonstrated ability to manage all aspects of projects
- Ability to develop details, and experienced in the production of construction documents
- 3-5 years of direct experience with document production, consultant coordination, and management of junior staff
- Demonstrated ability to control project scope, schedule, and budget
- Working knowledge of the California Building Code
- Expertise developing models in Revit

- LEED Accreditation desired, but at minimum, a demonstrated commitment to building sustainable environments is required
- Strong collaboration and organizational skills are required
- Excellent verbal, written, and graphic communication skills
- Hands on approach and flexibility are a must
- Ability to work on multiple projects simultaneously and independently
- Ability to efficiently interface with project team and clients and contribute to a positive, energized working environment
- Shows initiative, pro-activity, and pride in their work