

Architectural Project Manager



QUALIFICATIONS

- Architecture graduate from an accredited NAAB design program (preferred)
- Licensed Architect (preferred)
- Minimum of 5 **years*** of professional experience

PERFORMANCE EXPECTATIONS

- **Advanced** knowledge of drafting standards, dimensioning practices, and 3d visualization
- **Advanced** knowledge of design principles, technical detailing, and the standard of care in Architectural documentation
- **Advanced** knowledge of building codes, standards, building construction, and building structures
- Communicates effectively and constructively with consultants and clients
- Creates & encourages positive team dynamics
- Provides support, feedback, and positive influence for coworker's development
- Minimal guidance through all design phases from conception through construction
- Strong interpersonal skills
- Strong decision making and problem-solving skills
- Excels at time management and multi-tasking
- Collaborative, team-building attitude that sets a positive tone
- Sets expectations for reporting team member performance

ADDITIONAL RESPONSIBILITIES

- **Design** & develop preliminary concepts and presentations
- **Design** & develop plans, elevations, sections, & details to successful completion with **minimal** guidance
- Perform code review and documentation with **minimal** guidance
- Perform QC/QA to deliver work that is generally free of errors
- Redline documents for less experienced staff
- Coordinate drawings with design consultants
- Interact with local jurisdictions for permitting, zoning, approvals, etc.
- Primary client contact during **CD and CA** phases
- Manage, guide, and educate multiple staff members
- Schedule project delivery dates
- Set team performance expectations, assign tasks
- Manage & review drawing sets and specifications
- Ensure deliverables meet deadlines and expected quality level
- Coordinate drawings with design consultants
- Perform contract administration through job closeout
- Prepare for and conduct meetings with clients, consultants, jurisdictions, etc. with review and approval from Principal in charge
- Initiate project updates with Principal in charge regularly
- Provide general production staff oversight & leadership to ensure production levels are being maintained
- Review project hours weekly & advise team to correct as needed
- Assist by reviewing monthly invoices & communicating concerns to Principal in charge
- Assist with proposals and marketing materials