

PROJECT MANAGER



QUALIFICATIONS

- Concurrently holding a responsibility-based position of Designer II or above / Architect I or above
- Minimum of **8 years*** of professional experience
- Employee at NSPJ for a minimum of 1 year

PERFORMANCE EXPECTATIONS

- **Minimal** guidance through all design phases from conception through construction
- **High level** of proficiency in all "Performance Expectations" associated with responsibility-based title
- 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

RESPONSIBILITIES

- **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

ADDITIONAL OPPORTUNITIES

- Project Manager position is considered eligible for a Leadership Career Pathway. The Leadership career path is a vehicle for identifying future candidates for the Board of Directors and firm ownership. Candidates must be licensed and exhibit excellence in leadership and professional initiative. Refer to qualifications of Sr. Project Manager and Associate Principal Architect.

ESSENTIAL EMPLOYMENT REQUIREMENTS

- Communicate clearly and effectively in English, both written and verbally
- Daily attendance for a typical workday and accurate recording of time
- Able to work cooperatively with co-workers and teams through all stages of design and construction
- Ability to work efficiently and meet project deadlines
- Knowledge and daily use of computers and the computer programs used in the office for job description
- Ability to work at a desk throughout the workday; adjustable (sit or stand) desks are standard
- Must be able to see, interpret, and analyze data in color on computer screens/programs and paper
- Must be able to handle stress

**The listed qualifying range of professional experience is a guideline which is subject to comparison against job performance. Individuals may be outside this range at NSPJ's discretion. **The above lists are not necessarily exhaustive and may be supplemented or revised by NSPJ, at its sole discretion.*