

Position Description

Position Title:	Project Manager	Direct Reports:	None
Department:	Project Management	Classification:	Exempt
Location:	Any Kingscott Office, Remote	Approved Date:	
Reports To:	Director of Client Services	Revision Date:	

Position Summary:

As an Architectural Project Manager, your role is crucial in planning, overseeing and managing all architectural documents and cross-functional teams, from project inception to completion. Your responsibilities encompass a wide range of tasks, ensuring that projects are delivered on time, within budget, and according to the required quality standards. The Project Manager continuously works closely with upper management, consultants, construction managers and client(s) to ensure the scope and direction of each project remains on track, addressing and creatively solving design and constructions issues that may arise throughout the project life cycle.

Organizational Values:

Our belief in people leads us to work with project partners that have people at their center. Our company values are:

- Investing in People
- Achieving the Extraordinary
- Serving with Humility
- Finding Fun in Our Work
- Committing Ourselves to Mutual Success
- Fearlessly Exploring
- Striving for Authenticity

Essential Responsibilities:

1. Project Planning and Initiation:

- Collaborate with clients, architects, engineers, and other stakeholders to define project goals, objectives, scope, and deliverables.
- Conduct initial site assessments, feasibility studies, and preliminary design reviews.
- Develop project plans, including resource allocation, budgeting, and scheduling.

2. Project Execution and Control:

- Coordinate and manage the project team, including architects, engineers, consultants, and contractors.
- Monitor project progress, ensuring adherence to timelines, budgets, and quality standards.

- Identifies, through consultation, clients' requirements, approximate budget, timetable, and possible needs for future expansion.
- Determines clients' preferences regarding materials, styles, colors, and other design variables.
- Attempts to identify, through collaboration, clients' priorities in terms of needs vs. desires.
- Conduct regular site visits to oversee construction activities and resolve any issues or conflicts.
- Review and approve architectural drawings, specifications, and other project documentation, assisting clients in defining their priorities and vision by preparing preliminary sketches of options.
- Prepares and presents designs, specifications, estimated costs, and proposed construction schedule.
- Creates detailed plans integrating engineering, electrical, and HVAC considerations; presents plans to clients for review and approval.
- Modifies new or existing plans as required.
- Prepares scale drawings and contract requirements and submits for bids.
- Collaborates with clients to select and award construction contracts.
- Collaborates with head builder and clients to facilitate the building process to meet clients' specifications.
- Track project expenses, manage change orders, and maintain accurate project records.
- Implement project management best practices, methodologies, and quality assurance procedures.

3. Communication and Collaboration:

- Serve as the primary point of contact for clients, providing regular project updates and addressing their concerns.
- Facilitate effective communication and collaboration among project stakeholders, ensuring information flow and coordination.
- Conduct regular project meetings, including design reviews, progress updates, and issue resolution sessions.
- Foster positive working relationships with team members, consultants, contractors, and vendors.
- Lead the project team throughout the project life cycle, focused and always forward thinking to stay a step ahead of any issues that may arise.

4. Risk Management:

- Identify potential project risks, develop risk mitigation strategies, and implement proactive measures.
- Monitor and manage project risks throughout the project lifecycle, taking corrective actions as necessary.
- Ensure compliance with relevant building codes, regulations, permits, and safety standards.

5. Project Closure and Evaluation:

- Oversee project completion activities, including final inspections, testing, and commissioning.
- Conduct post-project evaluations, analyzing successes, challenges, and lessons learned.
- Prepare and present project reports, including financial analysis, performance metrics, and recommendations for future projects.

Non-Essential Responsibilities:

- Other duties as assigned by the Project Director and/or the Project Manager.

Supervision Received:

Limited Direction: Works from overall policies, goals, and budgetary limits. Virtually self-supervising with direct accountability for final results.

Supervisory Responsibilities:

Informal leadership: Determines work assignments, priorities, and procedures for team members. Responsible for assigning, scheduling, and ensuring the quality and quantity of work. May or may not approve time off and schedule adjustments. Provides training

Education & Experience:

- Bachelor's or Master's degree specializing in Architecture, related field, or equivalent work experience.
- Five (5) plus years of proven experience as an Architectural Project Manager, preferably in construction practices; K-12 education facility and commercial building design experience, preferred.
- Ability to manage multiple projects simultaneously and work effectively under pressure.
- Attention to detail and a commitment to delivering high-quality projects.
- Registration, licensure, or certification preferred.
- Familiarity with sustainable design principles and green building practices (optional).
- Proficiency in project manager software and tools.

Other Knowledge, Skills & Abilities:

- Excellent verbal and written communication skills.
- Extremely proficient with computer-aided design (CAD) software such as AutoCAD and Revit.
- Proficient in Microsoft Office Suite or related software.
- Excellent leadership, problem-solving, negotiation and consultation skills.
- Ability to translate client ideas into visual and/or tangible references such as drawings or models.
- Knowledge of architectural, civil, structural, and electrical disciplines; building construction; cost estimating; and building codes.
- Possess and demonstrate solid analytical, communication, and interpersonal skills.
- Ability to work in an energetic and challenging work environment.

Physical Requirements:

Average Daily Physical Requirements	None	Less than 2 hours	2 to 5 hours	More than 5 hours
Work in stationary position				X
Move about work area				X
Use hands/fingers to handle or feel				X
Reach with hands and arms		X		
Ascend/Descend (stairs/ladder/etc.)				X
Bend, stoop, kneel, crouch, or crawl				X
Communicate with various parties				X
Detect flavors or smells		X		
Move containers up to 30 pounds	X			
Visual acuity				X
Read and understand written word				X
Drive/Travel				X
Operate computer and general office machines				X
Operate Machines:	X			
Other:				

Environmental Conditions:

Average Daily Environmental Conditions	None	Less than 2 hours	2 to 5 hours	More than 5 hours
Normal office environment: No exposure to extreme heat, cold, noise or chemicals or hazardous equipment.				X
Plant environment: Exposure to dust, oil, various chemicals, and extreme noise.	X			
Warehouse environment: Exposure to extreme temperatures, noise, hazardous equipment, and fumes from trucks.	X			
Travel: Limited exposure to outside elements.				X
Other:				

This job description does not list all duties of the job. Employees may be asked by management to perform other duties as needed. The Company reserves the right to revise this job description at any time. This job description is not a contract for employment and does not infringe upon the Company's at will employment status.