

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:	10/2023

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 the project team, upper management, consultants, construction managers and client(s) to ensure the scope and direction of each project remains on track, addressing and working with the team to creatively solve design and construction 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. We create place you'll love because we believe in the following values:

- 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.
- Organize initial site assessments, feasibility studies, and preliminary design reviews.
- Develop and communicate project plans, including resource allocation, budgeting, and scheduling.

2. Project Execution and Control:

- Reinforce team accountability with scope, schedule, budget, and communication.
- Monitor internal team budget by tracking phase code logging and hours spent.
-

- Coordinate and/or 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 potential needs for future expansion.
- Oversees determination of clients' preferences regarding materials, styles, colors, and other design variables.
- Collaborates with team to identify clients' priorities in terms of needs vs. desires.
- Assist in resolving any issues or conflicts during construction.
- Review architectural drawings, specifications, and other project documentation, assisting clients in defining their priorities and vision.
- Oversees and supports detailed plans integrating engineering, electrical, and HVAC considerations.
- Oversees and supports to ensure scale drawings and contract requirements are submitted accurately for bids, including facilitating Redi-Check.
- Collaborates with clients to select and award construction contracts on general contractor projects.
- Tracks and manages internal project expenses.
- Oversees change orders and maintains 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 internal and external project meetings, including team meetings, 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, along with DA/PA/PC, with relevant building codes, regulations, plan reviews, and safety standards.

5. Project Closure and Evaluation:

- 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.

Additional Responsibilities:

- Other duties as assigned by the Project Director.
- Collaborate with other Project Managers.
- Works with Project Managers to efficiently staff all office projects.
- Foster and monitor team member development.

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, mechanical, 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.

Are you interested in being part of a collaborative culture with significant opportunities for professional growth? Apply now!

How to Apply:

- Please send your resume and cover letter to Maureen Weatherby at mweatherby@kingscott.com

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



ARCHITECTURE | ENGINEERING | DESIGN

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.