

## Job Description

**Job Title:** Project Manager  
**Reports To:** Architectural Director

**Summary:** 2 or more years of experience, licensure preferred by not required. Manages multiple small/medium projects; coordinates all aspects of assigned work; and estimates scope of work.

**Essential job duties/requirements** include the following. Other duties may be assigned.

- Has full responsibility for managing all aspects of multiple small to mid-size projects.
- Prepares strategic plans to ensure successful project completion. Responsible for the coordination of all project efforts (administrative and technical) to assure the most efficient and cost-effective execution of assigned projects.
- Serves as primary client liaison to bring the schedule, budgets, and scope of work to completion and to the client's satisfaction.
- Actively manages client budgets, schedules and programs, including project communications and documentation, administrative tasks, and project team assignments.
- Determines the scope of work; assists with the preparation of fees, proposals and contracts.
- Makes final sketch of proposed drawings: checking dimensions of parts, materials to be used, relation of one part to another, and relation of various parts to whole structure or project.
- Creates full working drawing set of design drawings for use in construction.
- Utilizes knowledge of various engineering practices, mathematics, building materials, and other physical sciences to complete drawings.
- Initiates concept sketches and schematic design options for client review.
- Makes any adjustments or changes necessary or desired.
- Draws finished designs from sketches.
- Uses computer assisted drafting (CAD) equipment and software.
- Assists in preparing Capital/Physical Needs Assessments.
- Oversees an increased level of code reuse, and contributes to the growth and use of the knowledge library.
- General office duties including, but not limited to: assisting in preparation of client billings; reviewing time utilized on managed projects; making copies; answering telephones, etc.
- Renderings of drawings.

- Monitoring job progress and producing associated reports/documentation to facilitate construction progress.
- Review/approval of shop drawings.
- Attending monthly progress meetings and responding to requests for additional information.
- Administers project through design development, bidding and construction administration.
- Ensures effective communication.
- Monitoring job progress and producing associated reports/documentation to facilitate construction progress.
- Performs others duties as assigned.

### **Skills:**

Multitasking

Organization

Written and oral presentation skills

Advanced mathematical skills including exponents, geometry and equations

SOFTWARE KNOWLEDGE (REQUIRED): Microsoft Office; AutoCAD; Adobe Acrobat

SOFTWARE KNOWLEDGE (PREFERRED): Revit

### **Education/Experience:**

Bachelor's Degree in Architecture from an accredited program plus a minimum of two (2) years of related experience. Licensed/registered architect preferred.