

## **Weber Group Inc.**

**Weber Group Inc.** is a design, construction and specialty fabrication company with broad experience in multifamily design and construction, hotel and resort design, event design, branded and themed environments including theme parks, waterparks, museums and zoos. Projects are national in scope, and with some of the best companies across the country.

**Position Title:** ARCHITECTURAL PROJECT MANAGER

**Reports to:** Director of Construction

**Summary:** Works with Weber construction project managers and field personnel, architects, engineers and clients to provide construction administration, pre-development, post-development and quality control for a variety of projects.

### **Duties and Responsibilities:**

1. Use creative thinking, communication, analytical and drawing skills as part of design-build approach to construction solutions.
2. We work with a diverse range of clients in the multifamily, assisted living, hotel and affordable housing industries. The Architectural Project Manager will work Weber Construction Project Managers and Superintendents to ensure successful projects. Candidates must be able to:
  - Thrive in client-contact situations.
  - Discuss the objectives, requirements, and budget of a project with various stakeholders and team members.
  - Provide various pre-design services which may include conducting feasibility studies, site selection, and prepare conceptual designs and layouts for the client to review.
  - Work with design consultants to develop construction plans that achieve client goals for constructability, financial viability and timely implementation.
  - Make periodic site visits and create field reports as required.
  - Coordinate Requests for Information between field personnel, consultants and owners.
  - Review and manage distribution of shop drawings and submittals.
3. Apply professional knowledge together with practical knowledge of architecture, engineering and construction methods/techniques in accomplishing assignments.
4. Attend meetings when appropriate to make presentations and provide resources for the work of the project often traveling to client locations and jobsites throughout the U.S.
5. Work with Weber Construction Project Managers and owners to develop and evaluate project budgets.
6. Work on projects that may vary in type/size as well as the use of accelerated schedules, the need for new/specialized equipment, materials and methods.
7. Manage unforeseen conditions of design or construction and provide viable cost effective solutions in a timely fashion.
8. Coordinate with a variety of interested parties, e.g. contractors, architects, engineers, local state or federal government officials, state & local regulatory agencies & the public.

### **Qualifications:**

1. Ability to read and analyze construction drawings and specifications.
2. General understanding of building codes, zoning laws, fire regulations, and other ordinances.
3. General understanding of AIA contracts and documents.
4. Ability to establish goals and priorities: perceive and analyze situations requiring attention and perform duties in a timely manner often under pressure.
5. Ability to manage a variety of priorities simultaneously.
6. Ability to develop relationships with a variety of clients, consultants and sub-contractors.
7. Ability to plan, implement and or oversee diverse programs.
8. Strong verbal, written, organizational, and interpersonal skills.
9. Ability to use judgment and discretion; to keep confidentiality; to exercise tact and diplomacy.

10. Skilled in drawing both freehand and in an electronic environment, using tools including (but not limited to) Autodesk Building Design Suite, Sketch Up and Adobe Creative Suite.

**Minimum Requirements:**

1. Bachelor's Degree in Architecture or Engineering.
2. 5-10 years' experience in an architecture firm, engineering firm or construction setting, with experience in field observation and construction administration.

**Physical Requirements and Working Conditions:**

1. Works beyond normal working hours, on weekends when necessary.
2. Travels, locally, regionally, and nationally as needed to represent the company.
3. Communicates using English language.
4. Sees and hears or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.
5. Uses telephone and computer extensively throughout the workday.
6. Sits, reaches and lifts intermittently throughout the workday. Lifts, pushes, pulls, and moves equipment, supplies, etc., of ten (10) pounds throughout the workday.