

Job Summary:

The Project Manager will organize and manage projects for the organization's architectural and engineering groups

Supervisory Responsibilities:

- Oversees design team, including specialized consultants to ensure projects are completed on time and to specifications.
- Delegates work assignments to design team members based on expertise, work experience, and time constraints.

Duties/Responsibilities:

- Coordinates multidisciplinary design team members to complete assigned projects on time, to specifications, and with accuracy and efficiency.
- Work closely with the principal architect/engineer to plan and manage projects, schedule project milestones, communicate with clients, consultants, and design staff to effectively manage projects from the planning stage through construction.
- Assist in writing proposals and scopes of work for potential Clients and Consultants.
- Outlines the tasks involved in the project and delegates accordingly. Able to prioritize tasks.
- Track project costs to keep all parties on track with the project budget. Prepares and implements a project schedule and budget based on proposal estimates.
- Conducts risk assessments; reports identified risks to management; provides recommendations for mitigation of risk.
- Problem solves and determine how to address questions, concerns, and/or complaints throughout the project.
- Acts as a liaison between company, clients, and consultants.
- Communicates and collaborates with firm leadership to provide training and information required to promote projects, and services.
- Communicates and coordinates with construction administration group during the bidding and construction phases of projects.
- Ensures compliance with federal, state, local, industry, contractual, and company regulations, standards, specifications, and best practices.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough understanding of or the ability to quickly learn about the project.

- Excellent presentation skills
- Proficient with Microsoft Office Suite or related software.
- Ability to effectively develop proposals and scopes of work for Clients and Consultants.

Education and Experience:

- Bachelor's degree in engineering or architecture preferred or related field, which may include Computer Science or Business.
- Work experience and familiarity with construction administration and management.
- At least (5) years of engineering or architectural design experience preferred.
- Experience with professional contract Agreements such as American Institute of Architects (AIA) and Engineers Joint Contract Document Committee (EJCDC) preferred.
- PMP, PgMP, CAPM, and/or comparable project management certifications highly desirable.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Ability to visit client facilities, perform facility walk throughs, navigate construction sites, perform site visits with clients, consultants, architects and engineers.
- Must be able to lift up to 15 pounds at times.