



PROJECT MANAGER

Position Type: Full-Time, Direct Hire

Description: Sacramento County Architecture firm looking for experienced Project Manager to manage large architectural projects. Duties to include:

GENERAL: Establish productive working relationships, and listen, communicate, deal effectively and cooperatively with clients, team members, consultants, and government agencies. Coordinate with team members and consultants to resolve conflicts and discrepancies during the course of a project. Ability to apprise supervisor and client for status of work. Display willingness to make decisions; exhibit sound and accurate judgment; support and explain reasoning for decisions; include appropriate people in decision-making process to make timely decisions. Collaborate with appropriate staff to meet goals and objectives of project. Coach, mentor, and provide performance-enhancing feedback of assigned team members. Ability to professionally communicate and delegate respectfully both verbally and in writing to give assignments to office support staff, consultants, and vendors. Support senior project manager and/or Principal in supervision and delegation of work. Be primary source for monitoring employee performance on a daily basis and take appropriate action to report both positive and areas of improvement performance. Coordinate with Principal to assist and/or prepare staff evaluations and meet with their personnel (as requested) to discuss the evaluation. Supervise and manage up to six team members for all phases of projects. Be proficient with all Company documentation and office practice systems; provide input on ways to improve communication processes and practices. Write meeting minutes, AFO's, change orders, RFI responses, and professional correspondence for self-managed projects. Ability to develop, monitor, and adjust project schedules. Ability to manage multiple projects at once and effectively manage project deadlines. Ability to adapt to changing client demands and accelerated project schedules. Ability to correspond and document effectively with agencies, consultants, and clients. Assist in review of scope of work and agreements with consultant are in alignment with project objectives. Write RFP'S and negotiate contracts and fees with clients and consultants as directed and supervised by the Principal in Charge. Ability to write and edit specifications.

BUSINESS DEVELOPMENT: Always be professional and respectful in interactions with clients, consultants, staff, and firm leadership. Have complete knowledge and is a role model on how to maximize the use of company procedures, standards, and protocols. Have a support role in marketing for new work, interviews and writing marketing proposals as directed by a Principal or other firm leader. Maintain primary contact with client and have excellent follow-through with client to help get repeat work. Participate in project marketing interviews as requested.

MANAGEMENT: Demonstrate motivation in seeking new responsibilities and challenges. Set goals, prioritize, and plan work activities for self-management and use time efficiently. Estimate project schedule and project phase hours for assigned tasks and finish tasks within agreed upon budget hours for said task(s). Manage projects, budgets, schedules, staffing, and coordinate billing as requested. Collaborate with design and production staff, construction administrator, and consultants. Work to keep projects within designed work plans; contribute to firm profits and revenues and use resources effectively. Understand contractual liabilities as they relate to projects including fee calculations. Assist in the preparation of plans of action with their supervisor for resolving project related problems. Ensure that project conforms to contractual agreement with client, meeting all set budgets, goals, and work assignments for their project

Temporary
Temp to Hire
Full Time Placement

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team that clearly defines project expectations. Have a complete understanding and be proficient with all company office & project practices; provide input on ways to improve processes and practices. Participate in project design charrettes. Support design team and ensure company design philosophy is followed through all phases of the project. Integrate design principles with project design team and maintain design integrity through all phases of the project. Promote design quality and design collaboration. Collaborate with project design team lead during the programming, planning, and feasibility analysis phase of the project as requested. Coordinate with government agencies, utility companies, and resolve plan check and approval issues with all governing agencies that have jurisdictional authority over the project. Review documents to ensure the clients' and company minimum standard of quality, coordination, and compliance with the requirements of deliverables in all phases of a project. Guide and direct project team and consultants for appropriate materials and systems. Review documents for code compliance in all phases and issue code interpretations. Review cost estimates and conduct value analysis. Review and approve changes in collaboration with the project design team and client. Supervise and resolve issues in preparation of construction documents. Demonstrate capabilities to support Construction Manager during the Construction Administration phase of the project. Responsible for the coordination and completeness of the construction drawings and specifications. Manage multiple clients, including those outside the community. Supervises and/or reviews the technical work of Designer I through Senior Project Leader.

Position Requires: The ideal candidate will possess the following abilities:

Minimum professional degree in architecture (B. Arch, M. Arch), Minimum of seven to eight (7-8) years' experience in production and coordination of design documents in all phases of an architectural project; minimum 5-8 years coordinating with state, county, and local governing agencies that have oversight on a project. Client coordination required. DSA and/or HCAI experience required. Architectural License strongly recommended. Software: Revit, Bluebeam, and Microsoft Office Suite Products (Outlook, Word, Excel, PowerPoint, Project, etc.) or demonstrated equivalent and proficiency; AutoCAD & Revit production software. Licensed, or actively pursuing licensure. Proficient in OPSC / CDE and execution of required submittals and documentation.

SKILLS: Strong graphic presentation skills, Strong design skills, Proficient with current building codes, Proficient with agency review process and DSA/HCAI procedures, Computer skill set including Revit, AutoCAD, Photoshop, SketchUP, Adobe Creative Suite, Lumion, Ability to lead/delegate team in the documentation of project design with engaging presentations utilizing tools such as BIM/Revit modeling, and product or material research. Ability to effectively lead/delegate team in schematic design and design development of projects and make client presentations. Ability to use creativity and original thinking in design issues with a keen eye for detail and exemplary taste in design and architecture. Ability to effectively participate in office design charettes, team design critiques and pin-ups. Ability to use basic design communication skills via sketching and hand drawings. Ability to follow the design intent of graphic and verbal direction. Ability to participate in the development of 3D modeling of projects. Prepare various design communication and presentation materials including sketches, rendered 2D & 3D drawings, rendered perspectives, slide shows and material selection boards. Ability to collaborate and participate in team environments. Proficient in sustainable design techniques/Green Building Code. Lead/delegate in selection and research of building materials and exterior finishes. Ability to lead site surveys. Ability to design and delegate project specific details.



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The Accounting and Office Staffing Specialist

PHYSICAL REQUIREMENTS: The ideal candidate must be able to complete all the physical requirements of the job with or without reasonable accommodation: Must be able to remain in a stationary position at a minimum of 50% of the time. Must be able to efficiently use the keyboard and computer mouse. Must be able to thoroughly communicate clearly with others. Must have visual acuity of 20 inches or closer. Must have reliable transportation.

COMPANY OFFERS: A generous, comprehensive benefit package including: 3 weeks of accrued PTO per year, 8 paid holidays, 100% paid monthly medical, dental & vision premiums, life insurance at no cost to employees, 401k Plan with employer match of 16% on the first 6%, 401k profit sharing, weekly lunch and learns for AIA hours, reimbursement for passed ARE exams.

Salary: \$100k - \$120k annually

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