

**Company:** BKV Group  
**Location:** Dallas, TX  
**Job Title:** Project Manager I  
**Reports to:** Director of Project Management

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BKV Group is a full-service, holistic design firm with Architecture, Engineering, Interior Design, Landscape Architecture and Construction Administration services. BKV Group strives to develop innovative design solutions in our primary market sectors of multifamily housing, government, corporate, hospitality and education. For more information, visit [www.bkvgroup.com](http://www.bkvgroup.com)

**Description:**

BKV Group seeks a licensed architectural Project Manager I with 8-12 years' experience in an architectural firm to join our team. In this position, the candidate will lead a full-service design team supporting our clients primarily on wood-frame multi-family housing project types which may include affordable, senior, student, market-rate, and mixed-use projects under the guidance of the Managing Partner, Senior Project Manager and Director of Project Management. Prior experience with wood-frame multi-family housing project types is required. Additional experience with mid and high-rise multifamily and hospitality projects will be considered. Projects may vary in scope from \$10 - \$250 million with challenging Urban and Green sites. Project Manager I responsibilities include the following and others may be assigned:

- Works with the Managing Partner and/or Senior Project Manager in preparing fee letters, fee scenarios, contracts, outline project scope, schedule, and design team budgets. Reviews discipline budgets and deliverables in accordance with the contract and maintains identified deadlines and budgets on assigned projects.
- Creates a work plan and completes weekly staff scheduling to uphold project budgets and deadlines.
- Retains and keeps up to date a copy of the client's design criteria and standards, being thoroughly familiar with their requirements. Works with the team to comply with client design criteria, managing updates and disseminating to all other disciplines, including any variations in the criteria throughout the progress of design and documentation.
- Directly involved in preparation of the contract documents (drawings and specifications) for issuance utilizing Revit and other software as required. Directs other project team members engaged in preparation of drawings and specification documents with outline of tasks and timeline for complete and coordinated 3-D model and 2-D drawing deliverables as required at each phase of the project.
- Maintains regular communication with the client, the Managing Partner, and the project team members, including chairing project phase kickoff meetings, weekly team meetings, quality assurance page flip meetings, etc. Proper preparation and distribution of all written communications on the project is required, including meeting minutes, weekly budget reports, and recording/tracking of project issues requiring resolution. Provides timely communication and guidance to all disciplines and consultants.

- Records project scope changes, including preparation of add. services for tracking/issuance to the client as directed by the Managing Partner. Keeps the team informed of deviations from schedule, costs, or design criteria. Informs the client of changes impacting fee and schedule.
- Ensure quality assurance/technical reviews are implemented as part of the overall project delivery process. May provide internal quality peer reviews of projects not under their direct control.
- Adheres to the BKV Code Policy, working with the BKV Code Specialist to review and document code review requirements and meets with the respective authority having jurisdiction to obtain review and approval of the plans for code compliance.
- Works with the project team and BKV Disciplines Leads and Directors to support construction services and ensure design intent during construction.
- Maintains appropriate records and files, overseeing the project team's maintenance of project files.
- Maintains a free flow of communications with the Managing Partner, Director of Project Management, Director of Operations, Director of Professional Services, and local Directors of Architecture, and other managers relative to duties and activities.

**Qualifications:**

- Bachelor's degree from accredited university required. Master's degree in architecture preferred. 8-12 years' experience with wood-frame multi-family housing project types.
- Professional registration required.
- Proficient with Revit and Microsoft Office Suite. Experience with Deltek Ajera software preferred. Must have ability to write reports and business correspondence. Excellent organizational and time management skills.
- Must have the ability to effectively present information and respond to questions from managers, clients, and the general public.

With excellent benefits, competitive salaries and continuous opportunities for growth, BKV Group gives you the tools to achieve your goals. If you have an interest in working with a diverse group of talented architects and engineers, creating exciting environments, enjoy collaboration and challenges, we'd like to talk with you. Please submit your resume and any work samples you would like to share. Please indicate your name, desired position and location in e-mail subject line.

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