

Company: **BKV Group**
Location: **Minneapolis MN**
Job Title: **Project Manager I**
Reports to: **Managing Partner**

Description:

BKV Group seeks a talented Project Manager I with 8-12+ years related architecture and project management experience. The candidate must have architecture project management experience in all aspects of design and documentation with leading edge multi-family housing, commercial and local government clients. The ideal candidate must have wood frame multi-family expertise.

The PM I is the day to day representative to the client for project communication clearly communicating any required decisions that impact design, schedule, and delivery of documents, and is the coordinator of the project team for all disciplines in providing professional service to the client. The PM I has direct involvement in Revit production of the projects. The PM I monitors progress of design in accordance with the schedule and design development as it relates to the overall budget and work plan. The PM I monitors all phases of the firm's organizational professional services including adherence to the quality control of our services. Receives mentorship from other experienced project managers and the Director of Project Management in their role/responsibilities. In addition to these broad stroke management tasks, the Project Manager shall perform the following duties:

- Works with the Managing Partner and/or Senior Project Manager in preparing fee letters, fee scenarios and contracts.
- Receives direction from the Managing Partner and/or Senior Project Manager. Responsible for determining 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 in order to uphold project budgets and deadlines. Provides weekly project schedule updates to Director of Professional Services for all discipline's management of project 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.
- Prepares and oversees contract documents (scale drawings and specifications) for issuance. Implements design and production drawings directly involved in utilizing Revit and other required software and equipment, including directing project team members engaged in preparation of drawings and specification documents. Utilizes other required software and equipment as required for management of projects in addition to Revit.
- 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.

- Recording of project scope changes, including preparation of additional services for tracking and issuance to the client as directed by the Managing Partner, keeping them informed of issues concerning deviations from schedule, costs, or design criteria. Informs the client of changes which impact fee and schedule.
- Provides mentoring to the project team related to oversight and assistance to the clients with the bidding and award process as required.
- Responsible for the overall management and contractual fee and budgets of the team effort throughout the project, in coordination with the discipline leads and project team. The PM shall perform regular quality assurance reviews of the documents to ensure the project is being developed in accordance with the contract, deliverables, 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.
- Works with the project team and BKV Disciplines Leads and Directors to support construction services and ensure design intent during construction.
- Ensure implementation of BKV office standards and procedures during the project delivery process, expressing positive team leadership and mentoring.

Qualifications:

- Professional degree in architecture
- Professional registration
- Proficiency with Revit
- LEED AP optional
- 8-12+ years related experience
- Experience with direct client contact/communication
- 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, staff and the public as required.
- Must be proficient in Microsoft Office Suite and good working knowledge of Revit. Experience with Deltek Ajera software and Microsoft Project preferred.

With excellent benefits, competitive salaries and constant opportunities for growth, BKV Group gives you the tools to realize your creativity. If you have an interest in working with a diverse group of talented architects and designers, creating exciting environments, enjoy collaboration and challenges, we'd like to talk with you. Please submit your resume and portfolio (PDF of no more than 5MB). Please indicate your name, desired location and position in email subject line.

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