

Job Title: Senior Project Manager**FLSA Status: Exempt****Reports To: Managing Partner**

SUMMARY:

The Senior Project Manager (SPM) is a Partner managing specific clients with multiple projects and supportive marketing responsibilities. This position supports the project's Managing Partner on project tasks and project team management for successful completion of the project. This position supports the Director of Project Management by coordinating project management assignments using established department techniques, guidelines, formats and systems.

The SPM serves as client representative while providing direction to the team. The SPM provides daily project communication regarding decisions that impact design, schedule and delivery of documents to all disciplines. The SPM is responsible for providing successful professional service to the client. The SPM monitors team progress in accordance with the schedule and design development as it relates to the overall budget and work plan. The SPM monitors all phases of the firm's professional services including adherence to the quality control of our services. In addition to these broad stroke management tasks, the Senior Project Manager shall perform the following duties:

Primary Responsibilities:

Includes the following and other duties may be assigned.

- Works with the Managing/Marketing Partner in preparing fee letters, fee scenarios and contracts.
- Receives direction from the Regional Managing Partner. 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.
- Provides mentorship to other junior Project Managers in their project management requirements in accordance with the BKV Project Management Manual and holistic approach for delivery of client services.
- Provides oversight of the project work plan and completion of weekly staff scheduling in order to uphold project budgets and deadlines.
- Retains 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.
- Provides oversight of the project team for preparation of contract documents (scale drawings and specifications) for issuance. Experienced in managing project teams and workflow utilizing Revit for production of contract documents.
- Maintains regular communication with the client, the Managing Partner and the project team members. Provides timely communication and guidance to all disciplines and consultants.
- Oversees the project team in 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 scheduled, 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 SPM shall perform periodic 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.
- 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.
- Participates in marketing responsibilities with Managing/Marketing Partner, Directors of Pre-Development Services and Director of Marketing for maintenance of existing client relationships and new business opportunities let by Managing Partner.
- Maintains appropriate records and files, overseeing the project team's maintenance of project files for the team.
- Maintains a free flow of communications with the Managing Partner, Director of Project Management, Director of Operations, local Directors of Architecture, and other managers relative to duties and activities.
- Ensure implementation of BKV office standards and procedures during the project delivery process, expressing positive team leadership and mentoring.
- Attend Quarterly Project Manager Meetings led by the Director of Project Management, and weekly Scheduling Meetings led by the Director of Professional Services.

Job Requirements:

- Must have Bachelor of Architecture or a Master's Degree in Architecture, or related experience/training in the area of project management specific to architecture.
- Professional license in Architecture required.
- 20+ years related experience.
- Must be fluent in reading, writing and speaking the English language.
- 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. Experience with Deltek Ajera software, Microsoft Project, and working knowledge of Revit preferred.