

Job Title: Project Manager I **FLSA Status:** Exempt

Reports To: Vice President of Operations

SUMMARY:

The Project Manager I is responsible for general management of one to three projects depending on size and phase of projects. The PM reports to a combination of the project's Managing Partner/Practice Leader and/or Senior Project Manager on all project matters for execution of the project tasks for successful completion of the project, and to the Vice President of Operations for the performance of the project management assignments using established departmental techniques, guidelines, formats, and systems.

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 VP of Operations in their role/responsibilities. In addition to these broad stroke management tasks, the Project Manager shall perform the following duties:

Primary Responsibilities:

Includes the following and other duties may be assigned.

- Works with the Managing Partner/Practice Leader and/or Senior Project Manager in preparing fee letters, fee scenarios and contracts.
- Receives direction from the Managing Partner/Practice Leader 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 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/Practice Leader, 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/Practice Leader, 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.
- Adheres to the BKV Code Policy, working with the BKV Director of Code Compliance 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 for the team.
- Maintains a free flow of communications with the Managing Partner, Practice Leader, and VPO relative to duties and activities.
- Ensure implementation of BKV office standards and procedures during the project delivery process, expressing positive team leadership and mentoring.

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 preferred.
- 8-12+ 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 and Revit. Experience with Unanet software and Microsoft Project preferred.