



PROJECT MANAGER/PROJECT ARCHITECT

JOB TYPE: Full Time, Salaried

REPORTS TO: Principal

POSITION LOCATION: Brookings, SD

REQUIRED EXPERIENCE: Prior project management experience, plus a minimum of 5+ years as a licensed professional.

BRIEF DESCRIPTION:

Project Managers are responsible for leading and managing projects, clients, and team members in the delivery of a successful project. They coordinate staff resources in collaboration with the Principal Architect, regularly check in with staff on progress, manage project budgets and schedules, conduct project updates in staff meetings, and communicate with other design consultants regarding progress and coordination. In order to lead the design efforts for the project, the PM must have extensive experience in and knowledge of constructability, detailing, programming, codes, and project and resource management through the design process. They must be available to the team and clients for questions, feedback, providing redlines and training, etc.

DUTIES & RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- Assist Principal and design team members with project delivery at all phases of design and documentation through construction.
- Take responsibility for staffing assignments and be proactive in communicating with project team to understand expectations.
- Understand and implement ID8 office standards, policies and procedures.
- Acquire a competent knowledge of building materials, specifications and construction techniques.
- Experience in dealing with governmental agencies, building codes and zoning ordinances.
- Strong ability to communicate with project team, clients, consultants and contractors.
- Sufficient knowledge of engineering disciplines to understand building systems integration and project coordination.
- Knowledge of construction process sufficient to communicate instructions to contractors.
- Hold oneself and fellow teammates to professional ethics applying to the practice of Architecture.
- Provide "redlined" changes to update drawings for teammates, as well as picking up redlines, when needed.
- Understand and assist in the development of processes and practices within the firm
- Possess high-level Revit proficiency and knowledge of ID8's Revit standards.
- Possess analytical and problem-solving skills to lead and mentor teammates.
- Note: assignments may include higher-level work for training/development purposes.
- Other duties as assigned

EXPECTATIONS:



- Build relationships with clients and team members to establish a strong working relationship built on trust, accountability, transparency, and service
- Manage projects, including communications, budgets, resources, consultants, permitting, etc.
- Manage & mentor team members and team assignments/workloads in collaboration with other PMs and Principals.
- Project Managers must be diligent, clear, and consistent communicators. They are often combinations of Discerning, Galvanizing, Enabling, and/or Tenacious in their Working Genius and Working Competencies, as much of their work occurs in these areas. (www.workinggenius.com)

TARGET BILLABLE PRODUCTIVITY: 75% (25% of the job is managing the team, resources, etc, and administrative duties, as assigned)