JOB DESCRIPTION- SR. ARCHITECTURAL PROJECT MANAGER

RESPONSIBILITIES:

- Acts as primary client relationship owner, building and strengthening connections through a comprehensive understanding of their project mission, goals, policies, needs and progress.
- Manages the execution and delivery of implementation documents through all phases of projects, including post-occupancy evaluation and sharing/harvesting lessons learned and project impact.
- Collaborates on the design process including programming client needs, conceptual and schematic design, design development, document preparation and construction administration.
- Oversees coordination of project team interaction both internally and all other project participants.
- Facilitates team's self-evaluation to distill and distribute project lessons learned within the company.
- Oversees application of products and materials appropriate for the project.
- Integrates FivD expertise and innovation in all projects, while actively seeking opportunities to incorporate FivD best practices, sustainable design solutions, subject matter expertise and resources strategically and efficiently for the client, user and community.
- Manages and oversees the project teams in collaboration with other disciplines to establish design solutions that can be technically implemented within the constraints of the project goals, budgets, available time and within local ordinances and codes.
- Exercises skills of persuasion and negotiation on critical issues through the scope of the project
- Leads client presentations and public hearings as needed.
- Monitors project to anticipate potential risks and collaborates with the PIC, legal team and client to resolve issues.
- Holds project teams responsible for detailed code and zoning analysis, performance analysis and deliverables on FivD standards, best practices and quality expectations.
- Oversees project meeting management, including scheduling, determining meeting purpose, preparing agendas and meeting report and maintaining action items log on regular basis.
- Attends on-site visits and field reviews as necessary.

QUALIFICATIONS:

- Accredited professional degree in Architecture or equivalent in education or experience
- Architectural Registration required
- Typically, 15+ years of experience
- Sustainable design accreditation preferred.
- Firsthand and sustained experience in all phases of architectural design and construction
- Familiarity in the capability and benefits of architectural and performance analytical software such as Revit, AutoCAD, 3D modeling, parametric design and performance analysis software preferred.
- Familiarity in the functionality of Vision
- Experience in MS Office Suite, including Microsoft Project and Microsoft Teams preferred
- Advanced knowledge of sustainability and integrated design guidelines

- Advanced knowledge of architectural building systems and QA/QC process
- Advanced knowledge of building codes, constructability and accessibility guidelines
- Successful track record with managing a team and performing duties in a fast-paced environment.
- Proficiency in logistics management including connecting people and resources to the right place at the right time.
- Strong presentation skills
- Strong organizational skills and the ability to work on multiple projects at the same time.
- Ability to manage team with diplomatic and collaborative leadership style which puts value on relationships and collaboration, both internal and external
- Ability to communicate in a clear, concise and professional manner both verbally and in writing.
- Ability to problem solve and apply innovative solutions.
- Ability to collaborate and encourage collaboration in a team environment.
- Ability to effectively meet deadlines at expected quality.