

HamiltonAnderson

Project Manager

FLSA Status: Full-time Position, Overtime Exempt
Report to: Director of Operations
Work Schedule: Monday-Friday 8:00 AM – 5:00 PM
HAA Target Ratio: 50%-75%

Objective

Team leadership and management for A/E projects. Responsibilities include:

- Client satisfaction;
- Contract development;
- Client schedule and budget management;
- Project quality;
- Team performance;
- Work plan management;
- Profitability.

Project Management Responsibilities

- In consultation with the client, establish scope of work for the project and receive signed approvals of the scope of work from the client;
- Establish project objectives and performance standards for the project;
- Establish project work plans, staffing, and project team budgets for each phase of the project;
- Discuss scope changes with the client and issue contract change modifications prior to the execution of work;
- Communicate with consultants and monitor the project team to ensure a well coordinated project;
- Facilitate and coordinate work flow
- Ensure that the work adheres to HAA quality standards;
- Complete project set up forms, provide accounting staff with contractual information, and review all invoices for compliance to progress of work and contractual obligations;
- Conduct project team meetings and maintain timely communications with entire project team;
- Manage multiple projects; oversee project reviews and approvals; participate in the development of construction cost budgets as required;
- Manage a variety of project delivery systems, i.e., fast track, design/build, multiple contracts, etc.

Business Development Responsibilities

- Keep abreast of repeat business;
- Participate in HAA marketing activities, including business development;
- Prepare proposals for new projects.

Client Management Responsibilities

- Conduct client meetings and collaborate with other team leaders to ensure a quality end product and a satisfied client;
- Maintain positive client relationships throughout the project from initial project meetings to project closeout phase;

- Provide leadership in solving of client issues.

Leadership Responsibilities

- Foster teamwork;
- Provide motivational support to enhance the commitment of the team for their work;
- Provide mentorship as required to team members;
- Build collaborative relationships by developing, maintaining and strengthening partnerships with others inside and outside HAA;
- Recognize and encourage effective team work;
- Work collaboratively with a diverse group of staff, clients, and vendors to foster effective working relationships with others.

Technical Responsibilities

- Advanced knowledge of the standards of practices of a design services firm;
- Advanced knowledge of architecture and architectural principles and techniques;
- Advanced knowledge of civil, structural, mechanical and electrical engineering systems;
- Advanced knowledge of construction methods and processes;
- Advanced knowledge of programming and design documents and specifications;
- Knowledge of sustainable practices; LEED ® AP certification is preferred;
- Knowledge of cross cultural values and their impact on the design process;
- Advanced knowledge of project management techniques to include developing and monitoring project budgets and schedules and negotiating contractual terms and conditions;
- Knowledge of CAD software capabilities and advanced proficiency in CAD;
- Intermediate proficiency in Word, Excel, PowerPoint, Project and Outlook;
- Ability to communicate effectively both orally and in writing with confidence and professionalism;
- Ability to analyze and interpret project financial data;
- Ability to interpret drawings, specifications, codes, standards, and regulatory requirements;
- Ability to handle multiple responsibilities with flexibility.

Education and Experience

- Bachelor or Master of Architecture degree from a school accredited by the National Architectural Accrediting Board or equivalent, licensed to practice architecture in Michigan or ability to be licensed with reciprocity;
- Bachelor or Master of Landscape Architecture from a school accredited by the Landscape Architectural Accreditation Board or equivalent, licensed to practice in Michigan or ability to be licensed with reciprocity;
- Bachelor or Master of Planning from a school accredited by the Planning Accreditation Board or equivalent, ACIP certified ;
- Bachelor or Master of Arts from a school accredited by the Foundation for Interior Design Education Research, NCIDQ certified;

Minimum of ten years after graduation with at least 5 years of experience as project manager.

