



## Project Manager / Project Architect

Project Managers and Project Architects are 'the pulse' of R+B! PM/PAs leave a lasting impression with our clients, create trusting relationships, and deliver the best project performance. They are ultimately responsible for all drawings, documents, and specifications with specific attention to the technical design of the project.

### Responsibilities

- + Direct the design of their projects based on frequent interaction with and direction from R+B Leadership
- + Develop the project Work Plan, including its preparation, implementation, maintenance, accountability, and progress communication with R+B leadership
- + Communicate expected standards and implementing a quality control plan on every project
- + Ensure project start-up and close-out are properly executed
- + Ensure financial performance of projects (on time, on budget, and fee collection efforts)
- + Create scope of work, fee estimates, proposals, client and consultant contracts, and monitoring, revising, and adjusting the same throughout the project
- + Provide and apply design options and vetting them thoroughly while actively engaging the project team and R+B leadership
- + Preparation of and ultimate success of the set of drawings and specifications using R+B standards (accurate, thorough, efficient, aesthetically pleasing graphics)
- + Technical accuracy, completeness and constructability of the Construction Documents at all stages of development
- + Appropriate application and incorporation of building, zoning, energy, accessibility, and other relevant codes to all projects
- + Appropriate application and incorporation of recent and relevant building science and materials to all projects
- + Manage, coordinate, and serve as the primary point of contact of consultants, building agencies, and contractors

### Qualifications

- + 7 to 9+ years of experience or demonstrated equivalence
- + Bachelor's degree in architecture, interior design, or related degree from an accredited program
- + Manages small to medium scope high-end custom residential projects of conventional complexity, including multiple projects simultaneously if appropriate, and may assist other Project Managers with their projects (scope size may vary based on need at the time)
- + Exercises independent judgment in the evaluation of and response to typical and conventional project management problems, and seeks and receives guidance on unusual or complex situations
- + Receives guidance on scope, schedule, contractual, administrative, personnel, and strategic topics from more experience staff
- + Demonstrates sound competence in conventional architectural principles and practices regarding both design and technical issues and in developing a team
- + Proficient in Revit, AutoCAD, Photoshop, 3D modeling, rendering, SketchUp, Adobe Creative Suite, and Microsoft Office

To apply visit [rowlandbroughton.com/culture/career](http://rowlandbroughton.com/culture/career)