



<https://ivitsolutions.com/job/sr-architect-project-manager/>

## Sr. Architect/Project Manager

### Description

Mid-sized, multi-disciplined architectural and engineering firm. We are seeking an experienced Senior Architect/Project Manager to join our team! This position is an opportunity to develop new skills and advance your career. The candidate must have direct experience in the preparation of architectural & engineering construction documents, be able to work on and set up central files for multidiscipline (architecture, mechanical, electrical & plumbing) design projects, and be able to work closely and communicate with architecture and engineering staff, consultants, sales representatives and clients. The candidate should have working knowledge of relevant building codes and standards.

Candidates must be proficient in both oral and written communication, be able to read and interpret construction drawings, prepare accurate detailed drawings from data obtained from field surveys, operate a computer using AutoCAD and REVIT, develop drawings for architecture & engineering projects, and comply with company drafting standards for drawing preparation. Candidates should be detail-oriented, have exceptional organizational skills, and will be required to greet clients and the general public in person, via phone, and via email correspondence. This opportunity affords a dynamic role, working with all disciplines of the A/E industry on an array of projects for various market segments.

### Responsibilities

Serve as project manager, which would include providing project direction, scheduling, task lists, and weekly accountability

Manage small teams of architects, designers, and/or draftspeople

Participation within the conceptual development of project designs and drawings for design presentations

Assist with referendum planning efforts for various Board of Educations, attend meetings with B.O.E. 's and community stakeholders, assist with preparing D.O.E. applications/amendments and LRFP updates

Visit job sites to survey existing conditions, including when required to develop existing plans, take photographs, and write field memos to document the existing conditions

Preparation of project reports, cost estimates, feasibility studies and other documents necessary for project completion

Preparation and development of architectural schematic and construction documents in REVIT and AutoCAD

Communicate and coordinate with design team members, architects, senior management, other engineering disciplines, vendors, building officials, other consultants, etc. throughout phases of the design and construction process

Attend various meetings, including pre-design, plan review, pre-construction, professional organizations, etc.

Perform job site observations as necessary

Competency to prioritize effectively and adjust work accordingly to meet deadlines

Oversee construction administration processes or exhibit willingness to learn related responsibilities including shop drawing review, response to construction RFIs, and coordination with contractors

Prepare and print out progress or construction drawings for review, markup, and

### Hiring organization

IV IT Solutions

### Employment Type

Full-time

### Job Location

New Jersey, Midland Park, united States

### Date posted

February 15, 2023

distribution

Perform a variety of other tasks associated with field activities and office needs, as needed

### **Qualifications**

Bachelor's degree in Architecture

Licensed Architect or a desire to become Professionally Licensed

Minimum of twenty (20) years' experience working in the A/E Industry as a project manager

Experienced in K-12, Higher Education, and Municipal Projects

Proficiency in AutoCAD and/or REVIT (REVIT preferred)

Possession of a valid driver's license with a good driving record

Proficient in Outlook, Word, Excel & PowerPoint

Must be a team player, while also being an independent worker with minimal supervision