



## PROJECT MANAGER | SWA Architects | Pasadena, CA

**SWA Architects** is currently seeking a full-time, experienced ***Project Manager*** to join our team of experts and assist, lead, guide and provide creative solutions to our diverse clients.

### Position Summary:

- Project Manager with 15 years or more experience in project management
- In depth construction document preparation and coordination experience
- Construction administration experience
- Solid comprehension of State and Local Building Codes, including Accessibility
- Experience with OSHPD Desirable

### Requirements:

- California Architectural License registration desirable
- Degree in related field of Architecture from an Accredited Institution is desired
- AutoCAD and REVIT Architecture knowledge a plus
- LEED Accreditation encouraged
- Experience working with clients and leading teams
- Expert verbal, written and organizational skills
- Legal authorization to work in USA

### Salary:

- DOE

## CONSTRUCTION ADMINISTRATOR | SWA Architects | Pasadena, CA

**SWA Architects** is currently seeking a full-time, experienced ***Construction Administrator*** to join our team of experts and assist, lead, guide and provide creative solutions to our diverse clients.

### Position Summary:

- Construction Administrator with at least 20 years' experience overseeing technically complex healthcare facilities, construction projects, and OSHPD procedures
- A strong understanding of construction process paperwork handling, including but not limited to RFIs, Submittals and Schedules
- In depth understanding of Contract Document Drawings and Specifications.
- Builds and maintains favorable working relationships with Clients, Contractors and all other team members
- Perform on-site observations and produce field reports

- Makes substantial completion inspections/determination and prepares certificated with list of deficiencies and other close-out activities

**Requirements:**

- Bachelor of Science in Architecture, Architectural Engineering, Construction Management, or in another related field.
- Knowledge of California Building, Fire, and Accessibility Codes
- Proficiency in AutoCAD desirable; proficiency in Revit a bonus.
- Understanding of OSHPD standards, practices, and procedures; experience in construction administration of OSHPD projects
- Knowledge of Microsoft Suite a must
- Strong verbal, written and organizational skills; Excellent Interpersonal and time management skills

**Salary:**

- DOE

**SWA Architects** provides architectural design, planning, and consulting services in a fully integrated manner to public, healthcare, industrial, and commercial clients. For over 30 years, our dynamic and experienced team has been dedicated to providing superior service. Based in Old Pasadena, we are an active and growing firm of 40 professionals driven by our passion to create innovative design solutions for our clients.

**SWA Architects** offers a competitive salary and an excellent benefits package with medical & dental insurance options, along with sick and vacation time.

**SWA Architects** is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. Company policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, gender, national origin or ancestry, physical or mental disability, medical condition, sexual orientation, or any other consideration made unlawful by federal, state, or local laws.

*Job Type: Full-time*

***Interested candidates: Please submit resumes to [HR@swaarch.com](mailto:HR@swaarch.com)***