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At HED, great design is about thinking creatively to overcome challenges and improve real world outcomes. Our firm has a long history and reputation for excellence because we believe that all the facets of our design, from architecture, consulting, engineering, and planning, must create a positive impact for our clients, the community, and the world through responsive, innovative, and sustainable design solutions. This belief has allowed our firm to succeed and grow in a broad range of markets in eight U.S. offices (Boston, Chicago, Dallas, Detroit, Los Angeles, San Diego, San Francisco, and Sacramento). See how HED advances your world at [www.hed.design](http://www.hed.design).

## PROJECT MANAGER – HIGHER EDUCATION SECTOR

### DESCRIPTION

Responsible for leading and directing project teams in all aspects of our professional services while supporting and maintaining excellent communication between the project team, the Client, stakeholders, consultants, contractors and all authorities having jurisdiction over the project. Oversees and manages all activities of the project including Client and contract requirements, project planning and scheduling, staffing needs, and budget performance. Ideal candidate shall have a minimum of 5 years of experience managing Higher Education project types.

### TYPICAL DUTIES

- Mentor and manage team members in areas such as time management and developing client relationships.
- Work with the Project Designer and Project Architect to provide leadership to the team and promotes teamwork.
- Lead communication, goal setting, and problem solving with client on all areas of a project.
- Develop strong and lasting relationships with clients.
- Cultivate opportunities for new projects with existing clients.
- Ensure that teams have the resources and support to provide superior service to our clients.
- Oversee multiple projects and /or facilities concurrently.
- Manages the financial performance of projects.
- Assist the Principal-in-Charge with the professional services proposal process and in negotiating the Owner/Architect Agreement.
- Lead and direct all phases of a project including programming, schematic design, design development, construction document and construction administration services in accordance with the requirements of the Owner/Architect Agreement.
- Focus on project goals and positive results

- Lead and direct all activities of the project including the following:
- Prepare and implement the project planning and monitoring processes for the projects
- Lead team activities to meet the Client and project scope requirements as established in the Owner/Architect Agreement and other executed agreements.
- Identify and secure, prior to doing the work, additional service agreements & fees for activities outside of the Owner/Architect Agreement and any previously approved work requiring modifications
- Manage all activities relating to the project and interface with the project team, Clients, stakeholders, contractors, consultants and all authorities having jurisdiction
- Manage overall project schedule and develop, coordinate and manage short-term schedules and assignments with the project team including consultants
- Establish and monitor fee budgets for each in-house discipline and the staffing requirements with the assistance from the discipline leaders to meet the profit goals established
- Work with the project team to secure all required data for project initiation, specification development, bidding requirements, contract forms, conditions of contract and Division 1 General Requirements from the Client
- Schedule, coordinate and manage all required design and technical reviews through all phases of the project to meet the established Company policies and procedures for quality
- Manage the bidding and construction administration phase in accordance with the requirements of the Owner/Architect Agreement
- Participate in marketing efforts including Client maintenance, proposals and interviews as directed by the Project Management Leader
- Assist the Principal-in-Charge in the post-construction evaluation process when requested

## SKILLS, KNOWLEDGE, EDUCATION AND EXPERIENCE

- Bachelor's Degree in Architecture or Engineering required
- Licensed Architect in the State of California preferred
- LEED Accredited preferred
- Minimum 5 years of professional experience with extensive knowledge of all aspects of professional services from marketing through project close-out, including management, design and technical expertise

- Experience with Higher Education projects preferred
- A comprehensive understanding of the coordination aspects and related requirements of all design disciplines
- A proven track record indicating a variety of project types and successes
- Ability to motivate others and develop teamwork, excellent writing and speaking skills, and strong organization skills
- Ability to work well with others especially during deadline situations
- Detail oriented, self-motivated, enthusiastic and flexible
- Possess strong business acumen
- This is a position that is highly visible to Clients and employees that requires maturity, assertiveness, integrity and the ability to understand, lead, collaborate, influence and persuade with trust and respect
- Must possess the ability to interact well in various business and social settings with all types of people in a mature and professional manner
- Computer literate – proficient in the use of Microsoft products (Outlook, Word, Excel, Project, PowerPoint) and Adobe Acrobat and Bluebeam
- Experience with Deltek Vision, REVIT is a plus
- Knowledge of regional building codes and governing agency processes

## PHYSICAL REQUIREMENTS

- Capable of traveling to and from project sites for attending client, project and construction meetings.
- Ability to access existing and new project sites for observation, investigation and evaluation purposes.
- Ability to use office equipment for communication and documentation purposes.
- Visual acuity to perform responsibilities.

## HOW TO APPLY

Apply online via our recruiting portal at

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=73f568d7-f300-4c97-af4c-df2862da5316&ccld=19000101\\_000001&jobId=412036&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=73f568d7-f300-4c97-af4c-df2862da5316&ccld=19000101_000001&jobId=412036&source=CC2&lang=en_US)