

Project Manager - Construction Administration

Level Experienced

Job Location Corporate Headquarters - Orange, CA

Description

ABOUT AO:

At AO, WE are better together.

In addition to competitive pay and benefits, flexible work schedules, and Work From Home options, AO offers an absolute one-of-a-kind culture with collaborative workspaces and driven coworkers. AO welcomes creativity, learning, and lasting relationships. Everything we do is motivated by what it takes to be effective and successful for our clients. We value service, our people, a roll up your sleeves attitude, and continuous improvement. If you are young in your career, grow with us. If experienced, get better with us. **There is no one like you, and there is no place like AO.**

This position is for Multifamily Studio.

Benefits:

We offer all the benefits of a big firm, with all the human connections of a small one. You will never be a number at AO. Join our community.

Partial list of benefits:

- Full Suite of Medical, Dental, Life & Supplemental Insurance
- Ongoing Education and Exam Reimbursement
- Most Medical Plans fully paid for employee-only coverage
- Company Paid Basic Life Insurance & Long Term Disability
- Retirement Plan, Health Savings and Flexible Spending Accounts
- Overtime Compensation for Hourly Employees
- Paid Vacation, Holidays and Sick Time
- Flexible Schedule
- Rail Station one block from campus

Qualifications

Project Construction Administration

- Prepare, attend, or organize projects during the Bidding and Construction phases, as assigned
- In conformance with industry standards, meet the requirements of the project drawings, and client expectations
- Attend project team meetings on the construction site to direct, ensure, and coordinate project construction, as needed

- Throughout construction, process, review the following: contractor shop drawings, product submittals, requests for information, change orders, extra services, progress billings, and job site reviews
- Prepare and supervise the preparation of the project completion punch list and project certificate of substantial completion
- Review, or direct the review, of the project as-built drawings and coordination of these drawings and documentation with the client

Team Management

- Provide suggestions, recommendations, and input on employee performance reviews and hiring/firing practices within the team for inclusion in employee performance appraisals
- Participate in team-wide task(s) based on expertise or interest, such as computer systems, design library, design standards, presentation standards, processes, etc.
- Attend periodic team-wide project scheduling meetings to present project staff needs, determine staff availability, and schedule staff resources to meet individual project needs

Project / Team Financial Management

- Assist senior staff in the development, project budgets, and financial goals for the project
- Monitor and direct Project Team staff to ensure all project performance goals are met
- Prepare hours estimates, extra services identification and requests, and collections activities, as required
- Review project billing drafts and coordinate invoice preparation with accounting staff

Education/Experience

- Bachelor's degree (B.A. or B.S.) from accredited four-year college or university
- At least five (5) years of experience in a like position
- Architectural license, preferred
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
- Technical understanding of architectural drawings, project specifications, and contracts
- Possess a working knowledge of applicable building codes and an understanding of various programs/ funding source requirements and specific code requirements, including FHA, ADA, TCAC, mobility units.
- Have extensive experience with all construction types (Type I, Type II, Type V, etc.)
- Have extensive experience with various project types, including mixed-use, podium, wrap, garden-style walk-up, and modular
- Ability to effectively convey design intent with onsite personnel via sketch techniques and verbal communication
- Ability to write reports, business correspondence, and procedure manuals in a coherent and professional manner
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public
- Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry and trigonometry

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to define problems, collect data, establish facts and draw valid conclusions
- Ability to interpret a wide variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables
- Must be proficient in computer use and computer-aided design software. Specific expertise in the following programs is required; AutoCAD, Adobe Photoshop, Adobe Acrobat, Microsoft Office Professional programs including Word, Excel, Outlook, PowerPoint

- General knowledge of general office business computer systems and software