



At House & Robertson Architects, Inc., which was established in 1996, it is our objective to be responsive to current trends in design and construction. Shorter schedules, tighter budgets, advancing technologies, arduous entitlements, skilled trades gap, and the blurring of building uses have increased the demand for specialization. This specialization not only requires effective documentation but also responsive team management. At the same time, software has made it possible to churn out greater amounts of information, but not all information is beneficial. Effective documentation is clear, concise, and coordinated.

The mission of our firm, as executive architects, is to cultivate and maintain an organization that facilitates this type of undertaking, providing added value for our clients and collaboration partners while making significant contributions to the success of each project. We are looking for candidates who share the same passion.

ROLE

This is a full-time, on-site Project Manager role located in the Culver City, California office.

RESPONSIBLE FOR MANAGING PROJECTS

- Establish work plans to provide deliverables at established milestones and ensure Client is able to make timely decisions to meet milestone deliverables. With the Project Architect establish a cartoon set to direct the drawing development of the Project.
- Oversee and document with the Client the Project's Owner Program Requirements (OPR). Manage the established OPR and alert Client and Project Team of any deviations from program and any program revisions that will impact schedule and adherence to milestones.
- Manage project financial tracking systems and assist Principals with WIP projections. Collaborate with Project Admins to monitor cash flows from invoices, staff hours and efficiency, and team task tracking (e.g.: Monday).
- Assist Principal in Charge with scoping Clients and developing Project specific RFPs and Consultant Contracts. Monitor adherence to contract requirements and consultant insurance requirements. Coordinate with Project Admins to keep consultant insurance certificates up to date. Assist with scoping, fees, and schedule for any architecture add services for the Project. Monitor billing, staff hours, and team tasks to conform to any approved add services.
- Oversee Construction Administration and review the Project Architect's implementation of the firm's administration system and monitor architectural and administrative resources are being utilized effectively and efficiently.

OVERSEE TECHNICAL ASPECTS OF PROJECT

- Coordinates with the Principal in Charge on appropriate technical solutions and product strategies to manage quality. Become a subject matter expert on specialized systems.
- Liaises with project management, architectural staff, and Consultants. Understands technical viewpoints of the Project and provides advice to architectural staff and Consultants. Reviews BIM Execution Plan with Project Architect and sees that it conforms to the needs of the Project
- Independently applies advanced architectural concepts. Carries out complex or novel assignments requiring the development of new or improved techniques or procedures. Understands project design requirements and translates project needs for specific materials, equipment, installation, and constructability of the Project.
- Analyzes and familiarizes oneself with the owner's program, performs product research, and reviews drawings to match up with specifications. With Principal oversight, assists in preparing specifications, compiles and analyzes relevant data.
- Mentors and provides technical guidance individually to less experienced staff on the Project, specifically as it relates to building code, architectural products, building systems, constructability, and document standards. Develops Project Architect's capacity and capability to assume Project Manager roles and responsibilities on future projects.

COORDINATE DISCIPLINES AND AGENCIES

- Coordinates all discipline efforts with assistance of the Project Architect to monitor building systems coordination across the drawings and supervises document delivery.
- Provides clear direction to the Project Team for document delivery expectations. Holds Consultants to account for the necessary documentation commensurate with the design phase for on-time milestone deliverables.

QUALIFICATIONS

- Professional Registration Highly Preferred
- 6 Years Industry Experience Minimum
- B. Arch Degree or Master's of Architecture Degree

SALARY

100K-145K Depending on experience level

BENEFITS

401k discretionary matching

Health Insurance

ESOP

CONTACT INFORMATION

Email resumes to : Almaj@hrarch.com