

**Position:** Project Manager (PM) or Senior Project Manager (SPM)

**Job Type:** Exempt Full-time

**Workplace Type:** In-Person (Non-Remote)

**Job Location:** Headquarters at 177 E Colorado Blvd #200, Pasadena, CA 91105

## About Landmark PM:

Landmark PM is a boutique owner's representation and project management firm based in Pasadena, CA. We specialize in building the most iconic, exciting, and recognizable landmark construction projects in greater Los Angeles. We are passionate about building lasting and purposeful landmarks for our communities and people worldwide. Our projects include landmarks, museums, educational, institutional, religious, civic, cultural, and mission-driven construction.

Our work includes the La Brea Tar Pits Reimagination, the Japanese American National Museum, the Audrey Irmas Pavilion, Griffith Observatory, the Museum of Tolerance and many others. These are not ordinary projects but rather landmarks designed by world-class architects and built with purpose.

Our core values are Clients First Always, Craftsmanship, Resourceful, and Be Humble.

## The Opportunity:

This is your chance to join Landmark PM at a pivotal moment in our growth where your contributions will directly impact our clients and the growth and success of this company. You will be part of a small and collaborative team where your ideas are valued, and your work will have a tangible impact on high-profile projects that shape the cultural fabric of Los Angeles.

We are looking for someone who is eager to learn, passionate about construction project management and building landmarks, and is ready to contribute to our shared success.

## The Role:

The Project Manager, in collaboration with the Principal/Project Executive, is responsible for the overall project management and success of the projects:

1. **Project Management:** Lead all aspects of preconstruction and construction management on behalf of the owner. Keep the project on schedule, on budget, and moving forward.
2. **Meeting Participation:** Organize, attend, and actively lead the project meetings, including preparing agendas and documenting meeting minutes. Follow up on assigned action items to ensure timely completion.
3. **Schedule and Budget Management:** Develop and maintain project schedules and budgets. Issue the monthly cost and schedule reporting to our clients.
4. **Contract Support:** Processing financials, contracts, and change orders/add services. Maintenance of accurate project financial records, including invoice and contract review and tracking.
5. **Vendor and Contractor Engagement:** Soliciting vendor/contractor interest, request for proposals (RFPs), and bidding, award, and contract negotiation for vendors or contractors required on the project.
6. **Construction Administration:** During construction, processing of Requests for Information (RFIs), Submittals, Change Orders, and other project documentation and information.
7. **Document Control:** Track and maintain project information and records. Ensure all project documentation is organized, accurate, current and accessible.
8. **Technical Review:** Read and understand project drawings and specifications. Provide substantive technical review, not just coordination.
9. **Site Visits:** Participate in periodic site visits to monitor progress and assist with on-site construction administration tasks.

10. **General Support:** Provide general operational and project support to the firm and the projects, including all the typical services listed below.

## **Our Typical Services Include:**

**Design, Permitting & Preconstruction:** Assemble and manage the design team; develop and manage the project budget and master schedule; oversee cost estimating and value engineering; plan review and constructability analysis; oversee the entitlement and permitting process; procure the general contractor, vendors, and consultants; negotiate contracts; overall management of project on behalf of owner.

**Construction:** Manage the project budget and schedule; oversee the design team, general contractor, and all stakeholders; facilitate team cooperation and accountability; proactively problem-solve; manage the weekly OAC meetings; project accounting; manage change orders; conduct community outreach; oversee progress and completion of inspections, permits, and occupancy; monitor the construction and quality control; manage FF&E and owner move-in; and oversee project closeout.

## **What We Are Looking For:**

1. You align with our core values and you can point to specific moments in your career that prove it.
2. You communicate clearly, in writing and in person. You are organized without being rigid. You can hold a room with a client or a contractor, and you know when to listen.
3. You understand construction and projects including the process, methods, drawings, specs, sequences, the details.
4. You are a problem-solver by default with excellent attention to details.
5. You are able to multi-task and manage various project elements simultaneously.
6. You have a deep knowledge of design, construction, contracts, building products, construction details, relevant quality standards, and local building codes.
7. You are excited by constant learning, reflection and improvement.
8. You have a can-do attitude and ability to foster positive and collaborative relationships with stakeholders.

## **Requirements:**

1. Bachelor's degree in Construction Management, Civil Engineering, Architecture, or related field.
2. 5+ years of project management experience in commercial construction, preferably with a general contractor or project management firm.
3. Experience in our target market: cultural, civic, institutional, educational, or mission-driven projects preferred
4. Proficient in MS Office including Project and Excel; experience with Procore and Bluebeam.
5. Based in greater Los Angeles, with a valid driver's license and willingness to visit project sites throughout greater Los Angeles

## **Our Benefits:**

1. Competitive salary and discretionary performance-based bonuses, as well as incentive bonuses for recruiting and project acquisition.
2. Medical, dental, and vision insurance with employer contributions
3. 401(k) with company matching
4. Paid time off for vacation, sick leave, and personal leave.
5. Industry conferences and membership with professional organizations (e.g. ULI, AIA, CMAA).

## **How to Apply:**

Please submit your resume and cover letter to [hr@landmarkpmla.com](mailto:hr@landmarkpmla.com).

*Landmark PM is committed to creating a welcoming and inclusive workplace for everyone. We value and celebrate our differences because those differences are what make our team shine. Landmark PM provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*