



**JLA**  
ARCHITECTS

## **PROJECT MANAGER / SENIOR PROJECT MANAGER**

JLA Architects is a small, but growing, full-service Architectural Firm with offices in both Madison & Milwaukee, Wisconsin. We work on a variety of project types throughout Wisconsin – with the goal of expanding into new market segments – both geographically and by project type. We have a fast-paced, team-oriented atmosphere and encourage the professional growth of our team. We place a strong emphasis on Client service & satisfaction – placing it as our top priority. We are currently searching for the 'right' enthusiastic & dedicated person to join our team full-time as a Project Manager in both our Madison & Milwaukee offices.

### **Position Summary:**

As a Project Manager, your responsibilities will be to oversee all aspects of your Project(s) through all phases of the architectural process – from building design through building occupancy. A Project Manager will take direction from an Office Director but will be expected to prioritize, coordinate, and execute their work independently. A Project Manager will be expected to effectively direct & manage other JLA Team Members with varying experience, knowledge, and skillsets as well as external consultants that may be part of the development team. The expected workload would be between 40-45 hours per week. Some infrequent travel to Milwaukee/Madison may be required. Specific functions & responsibilities of a Project Manager include, but are not limited to, the following:

### **Project-Related Responsibilities - Schematic Design Phase:**

- Oversee the Schematic Design process in terms of identifying, coordinating, & directing the necessary JLA Team Members & external consultants to ensure production of the necessary design deliverables per the project schedule;
- Participating in internal & external meetings to help determine project program & schedule;
- Initiate/lead internal & external project progress meetings and follow-up with necessary documentation & action items;
- Produce & maintain the project program and project schedule;
- Perform or oversee preliminary zoning & building code reviews as necessary;
- Identify key/ unique issues, considerations, and/or deficiencies to address as the project progresses;
- Work collaboratively to proactively solve design challenges and resolve design issues;

### **Project Related Responsibilities - Design Development Phase:**

- Oversee the Design Development process in terms of identifying, coordinating, & directing the necessary JLA Team Members & external consultants to ensure production of the necessary design deliverables per the project schedule;
- Initiate/lead internal & external project progress meetings and follow-up with necessary action items;
- Provide continual proactive communication with Clients, Consultants, Contractors, etc.;
- Produce & maintain the project program and project schedule;
- Perform or oversee zoning & building code reviews and document as necessary;
- Identify key/ unique issues, considerations, and/or deficiencies to address as the project progresses;
- Research equipment, products, materials, and building assemblies;
- Work collaboratively to proactively solve design challenges and resolve design issues;
- Oversee & assist in the initial modeling of projects in Revit Software and the production of Design Development Documents;
- Review & coordinate external consultant documents;
- Coordinate & submit municipal entitlement plan review packages and any necessary follow-up;
- Prepare for, attend, and participate in external meetings after traditional business hours;
- Oversee and assist in the production of Design Development Documents & Specifications;
- Perform Quality Control Reviews on project progress documents;

Project Related Responsibilities - Construction Document Phase:

- Oversee the Construction Document process in terms of identifying, coordinating, & directing the necessary JLA Team Members & external consultants to ensure production of the necessary design deliverables per the project schedule;
- Initiate/lead internal & external project progress meetings and follow-up with necessary documentation & action items;
- Provide continual proactive communication with Clients, Consultants, Contractors, etc.;
- Produce & maintain the project program and project schedule;
- Finalize & document the zoning and building code reviews;
- Identify key/ unique issues, considerations, and/or deficiencies to address as the project progresses;
- Research equipment, products, materials, and building assemblies;
- Work collaboratively to proactively solve design challenges and resolve design issues;
- Oversee & assist with the production of Construction Documents & Specifications;
- Review & coordinate consultant documents;
- Coordinate & submit Building Plan Review packages and any necessary follow-up;

Project Related Responsibilities - Construction Administration Phase:

- Oversee the Construction Administration process in terms of identifying, coordinating, and directing the necessary JLA Team Members & external consultants to ensure the appropriate observation, Contractor assistance, & documentation during the construction of the project;
- Initiate, lead, or participate in Construction meetings and follow-up with necessary documentation & action items;
- Provide continual proactive communication with Clients, Consultants, Contractors, etc.;
- Provide phone & e-mail support during construction to resolve questions, conflicts or unforeseen situations;
- Review & document shop drawings for conformance with design;
- Respond to, and document, Requests for Information (RFI's) from the General Contractor;
- Prepare Construction Bulletins or update the Construction Documents as required;
- Review & evaluate Change Order Requests for change or substitutions;
- Perform periodic site observations & prepare associated field reports;
- Review Draw Requests as necessary;
- Produce "punch lists" for Contractor/Owner review;
- Perform final walk through, and evaluate project for substantial completion;

Additional Administration & Operation Responsibilities:

- Produce project 'Work Plans' to determine project schedules and anticipated staffing needs;
- Work with the Office Director and other Project Managers to strategize about, prioritize, and determine project schedules and project staffing levels;
- Mentor less experienced Team Members in the architectural profession;
- Evaluate JLA policies, procedures, & standards and suggest ideas & initiatives to help increase the firm's efficiency;
- Perform other project-related and operational-related duties as required and assigned.

Miscellaneous Responsibilities:

- Be responsible, respectful, & professional. Perform with a high level of integrity;
- Critically think about everything that is done – as to why is it done and how it is best done;
- Learn from others in the office and from every task that is performed;
- Share your knowledge with others in the office – everyone has something to share;
- Take pride in every task that is done – to do it efficiently, completely, accurately, and professionally.

Qualifications:

The ideal person for this position would have the qualities, skills, and knowledge listed below.

- Project Manager: Typically, 5+ years of experience at an architectural firm with at least 2 years of experience managing projects (or demonstrated equivalent).
- Senior Project Manager: Typically, 10+ years of experience at an architectural firm with at least 7 years of experience managing projects of a size & scope similar to that of JLA Projects (or demonstrated equivalent).
- Some relevant experience working with, or for, private developer clients.
- The understanding that our clients are our lifeblood and that client satisfaction is our greatest priority.
- The ability & desire to work in a fast-paced, multi-tasking environment - while maintaining a keen attention to detail.
- The ability to prioritize & execute a variety of tasks within a single project and across multiple projects.
- A great attitude, great work ethic, and NO inflated ego.
- The ability to work effectively with a variety of people with different backgrounds, skillsets, and personalities;
- Substantial experience/knowledge with both Revit and AutoCAD Architectural Software.
- Experience with Sketch-Up software;
- Experience with Microsoft Office Suite Software;
- Experience with Adobe Suite Software;
- Please note - Registration/Licensure is NOT required.

Compensation & Benefits:

- Salary shall be market-rate, commensurate with experience, skills, and knowledge;
- Benefits include Paid Time Off, Volunteer Time Off, Health Plan, Dental Plan, 401K Plan, Long-Term Disability Plan;
- Standard Holidays;
- Family-oriented, flexible schedule;
- Team-oriented, relaxed (but professional) work environment/culture;
- This position may lead to a promotion to Senior Project Manager, or Assistant Office Director.

Request an Interview:

If you are a qualified candidate for this position and would like to request an interview, please submit the following information to the office below or e-mail [JLA Human Resources](#).

- Professional Resume with relevant experience - including roles & responsibilities.
- List of Professional References - with specific contact names & current phone numbers.
- Past salary history and anticipated salary expectations.

*JLA Architects provides equal employment opportunity to all applicants and promotional opportunity to all employees without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, age, disability, protected veteran status, or any other protected characteristic. JLA Architects is committed to recruiting, hiring, training, and promoting persons in all job titles, as well as ensuring that all other personnel actions are administered, without regard to the protected characteristics outlined above.*

