

JOB DESCRIPTION

POSITION TITLE:

Architectural Project
Manager

DEPARTMENT:

Architecture

REPORTS TO:

Director of Architecture

DATE:

June 2022

GENERAL POSITION REQUIREMENTS:

All positions within the organizations are responsible for fostering and facilitating a positive work environment. Creativity and technical proficiency in all phases of design and construction are expectations of the position, but strong character and integrity are of the utmost importance. A Project Manager at Thoroughbred will be an emerging leader within the department, the organization and the community and should embrace the growth opportunities placed in front of them.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Primary duties of the position include, but are not limited to:

- Production of design and technical documents for all phases of design and construction. Collaboration with Architectural Services Department on design concepts and design development.
- Participation with firm design professionals in new project design charrettes and predesign strategy sessions.
- Production of early phase renderings and/or animations required for client review and concept development.
- Cross-coordination and quality control on all design and construction documents to provide a high level of service to our engineering and construction partners.
- Assistance in marketing new clients and opportunities through proposals, networking and strategic planning efforts.
- Represent Thoroughbred and Hargett Construction through participation and memberships with community groups, architecture/construction industry groups and technical conferences.

QUALIFICATIONS & SKILLS:

- Bachelor's degree and/or Masters Degree in Architecture; board licensure preferred but not required
- Minimum 5-10 years' experience.
- Proficiency in applicable BIM or CAD software.
- Proficiency with rendering platforms and software.
- Ability to manage teams or work independently on projects in a rapid growth environment.
- Strong time management skills.
- Strong communication (written and verbal) skills.
- Construction administration and oversight capabilities



PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Employee is regularly required to use hands to fingers, handle, or feel; reach with hands and arms; climb or balance; and talk or hear. The employee frequently is required to stand, walk, stoop, kneel or crouch. The employee is required to sit for long periods of time. The employee must regularly lift and/or move up to 10 pounds, and occasionally move up to 50 pounds. Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus.

WORK ENVIRONMENT:

Characteristics of the work environment are representative of those that may be encountered by an employee while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

We understand and mutually accept that the above description and supplement represent our agreements as to the job to be performed.

Employee *Date*

Director *Date*

