Responsibilities:
- Coordinate multiple new and renovation projects through all phases from programming through design, construction and closeout on projects up to $100,000,000. Responsible for schedule and budget oversight. Works mainly independently with supervision as needed. Serves as liaison to university groups.
- Coordinate multiple new and renovation project phases from planning, programming, design, bidding, construction, warranty and closeout, for capital construction and campus planning projects with a thorough understanding of all delivery methods available by the State of Ohio. Primary focus is CM at Risk and Design Build delivery with project budgets of up to $100,000,000.
- Oversee construction and planning projects in accordance with university design standards, industry best practice, and State of Ohio General Conditions. Facilitates coordination with university resources for installation of owner supplied items.
- Coordinate drawing reviews at each phase of design with internal and external stakeholder groups to ensure compliance with university standards, the approved Program of Requirements, and State of Ohio submission guidelines.
- Monitor design, bidding, and construction schedule; reconcile project estimates and expenditures against project budget during design and construction.
- Process project documents such as contracts, pay applications, and change orders according to internal workflow, approval limits, and State of Ohio guidelines.
- Facilitate selection and negotiate contracts with AE, GC, CM, and DB teams per processes dictated by the State of Ohio Revised Code, and other consultants per university policies.
- Prepare schedule and budget reports to various levels of university leadership and client groups.

Minimum Qualifications:
- Bachelor's Degree and five or more years of experience in Architecture, Planning, Construction Management.

Desired Qualifications:
- PMI, LEED, NCARB, AIA
- Licensed Architect
- Master's Degree in Architecture, Planning, Construction Management

Skills:
- Preparation or review of master plans, programming documents, design documents, construction documents, estimates; project management, budget creation and management, and CPM scheduling. State of Ohio delivery methods - GC,
CMR, DB; word processing, spreadsheets, file management.
- Follows established guidelines or professional norms/Follows guidelines established by Ohio Revised Code 153, Project Manager’s Manual, and PFD Standard Operating Procedures.
- Manages multiple complex projects, unique challenges depending on type, budget, client, funding, and delivery method with changing scope and priorities. Find resolution of unexpected construction condition unique to project that fulfills project goals.
- Results are defined (via the annual review process) and existing practices are used as guidelines to determine specific work methods; incumbent carries out work activities independently; supervisor/manager may resolve problems.
- Individual should be confident in their planning and design management and take initiative to convey professional critical opinions. Also, contribute to a culture of continuous improvement to the betterment of the university.
- Ability to walk distance of one mile to project sites and maneuver within a construction site with uneven ground on a regular basis. Ability to climb ladders of up to 12 feet and 4 flights of stairs. Exposure to dust and general construction environment.

Apply online: https://jobs.miamioh.edu/cw/en-us/job/500379/project-architectmanager

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