



PROJECT ARCHITECT - PROJECT MANAGER

SUMMARY

This person is a leader, coach and mentor. They have exceptional people and communication skills and will be able to lead a project from the pursuit stage through construction completion and ongoing client maintenance. They will have 8 years progressive experience and be eligible for registration with AAA.

They will be responsible to produce a high-quality product by effectively managing the design process, development of contract documents and services during construction. They will be responsible for developing the teaming strategy, managing the project scope of work, maintaining a project schedule, and monitoring financial success of the project. They will be responsible for assuring design and technical excellence and working within a collaborative frame work expressed through the 6 cornerstones of the MTA practice.

They will keep the Partner In Charge informed of all project matters and keep their team members informed of project objectives, milestone dates and product deliverables. They will manage client needs and expectations and ensure the product MTA produces full fills the client objectives.

POSITION OVERVIEW

- Responsible to produce a high-quality product by effectively managing the design process, development of contract documents and services during construction.
- Responsible for developing the teaming strategy, managing the project scope of work, maintaining a project schedule, and monitoring financial success of the project.
- Responsible for assuring design and technical excellence and working within a collaborative frame work expressed through the 6 cornerstones of the MTA practice.
- Will work with the Partner In Charge for continuity of all project matters inform their team members of project objectives, milestone dates and product deliverables.
- They will manage client needs and expectations and ensure the product MTA produces full fills the client objectives.
- Take ownership of projects and ensure they are successful by providing value as practical and cost effective solutions for clients while demonstrating a high degree of design sensitivity.
- Work with technical and contract administration staff to produce successful design development and contract documentation
- Review and monitor project scope and initiate corrective actions
- Coordinate consultant activity
- Work with project team to meet project criteria and deliver scheduled tasks
- May prepare contract documents and specifications

- Chair or work with others project leaders to chair design/production meetings
- Conduct client and public presentations
- Build relationships with clients through responding to program and budget requirements
- May assist with business development
- Provide leadership, training, and mentorship to intermediate and junior staff
- Work with authorities having jurisdiction to interpret and conform to codes and bylaws
- Properly maintain project records
- Participate in the peer review process
- Demonstrates detailed knowledge of office standards, policies and procedures and can direct others in the use of those resource

CHARACTERISTICS & SKILLS

- They will have 8+ years progressive experience and be eligible for registration with AAA.
- This person is a leader, coach and mentor. They have exceptional communication skills and can lead a project and project team from the pursuit stage through construction completion and ongoing client maintenance.
- Demonstrates thorough understanding of project management process including scope, budgets and schedule.
- Exercises maturity in architectural judgment in anticipating and solving complexities, determining program objectives and requirements.
- Stays current with evolving building technology and systems applicable to the design process.
- Performs design review of design documents on several concurrent projects.
- Experience with Revit is an asset
- Registration with provincial regulatory board an asset
- LEED® AP Preferred
- Capable of providing leadership in design
- Strong technical background in AutoCAD and Revit
- Excellent time management and teamwork skills
- Effective written and oral communications skills
- Detailed knowledge of applicable building codes and by-laws
- Advanced knowledge of the construction practices
- Advanced knowledge of architectural practice
- High level of creativity, innovative thinking and problem solving
- Excellent sketching and/or computer skills and conceptual design skills
- Demonstrated experience in leading of teams in the completion of architectural projects
- Demonstrated advanced knowledge of building materials, detailing, construction techniques, building systems selection, related engineering principles, sustainability strategies and building codes
- Demonstrated practical knowledge of space programming and functional adjacencies
- Demonstrated awareness of latest industry wide initiatives, technologies and processes in the A/E/C community

Please submit your cover letter and resume to*:

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310, 625 11 Ave SW
Calgary AB T2R 0E1

Email: careers@mtalink.com

*Electronic submissions are preferred