

## **Project Manager; Napa, Walnut Creek, and West Sacramento Offices**

### **Responsibilities**

- Assist with the development of the project program, overall project schedule/time line and in-house construction budgets.
- Assemble resource data; i.e., existing drawings, details, etc.
- Set up and maintain CAD project files.
- Research local codes and submittal requirements.
- Attend consultant meetings as required.
- Aid with submittals to local/state/federal agencies.
- Provide assistance with completion of work per project schedule.
- Respond to inquiries during bidding.
- Prepare and distribute addenda.
- Research as needed proposed changes and Contractor inquiries.
- Research technical or contract document questions.
- Visit job site to observe project installation for conformance.
- Primary resource for Associates and Sr. Project Managers in organizing, coordinating, researching information, code analysis and troubleshooting.

### **Qualifications**

- Degree in Landscape Architecture from an accredited 4-year university program.
- 2-4 years of design office experience.
- License preferred but, not required
- Keep current on the “state of the art” in their design specialty through review of periodicals and continuing education.
- Excel at graphic and rendering abilities.
- Superior written and oral communication skills for Client/Consultant interface.
- Sufficient Knowledge of irrigation design and construction details
- Required experience with AutoCAD, Adobe Creative Suite, and Microsoft Office
- Additional proficiency in Sketch-up, Lumion, Land FX, rendering abilities as well as, a sense of humor would be highly desired.