

## Architectural Project Manager

At the Allegheny County Airport Authority, it is our vision to reflect and serve the community, inspire the industry, and advance the region's role as a world leader. We look for talented people who are uniquely qualified to serve our mission of becoming a global aviation leader, driving innovation, regional growth and prosperity.

Under the limited supervision of the Director, Planning, responsible for technical architectural design support and project management. This position is also responsible for way-finding, planning, and professional architectural work at Pittsburgh International Airport and Allegheny County Airport.

At the ACAA we all have a role in the ambitious transformation of becoming a smarter airport that will enhance the passenger experience and deliver on our mission of being a global aviation leader.

Here is how the Architectural Project Manager will help:

- Collaborate with our approved consultants, plan and supervise short and long-term design projects, ranging from small to large complex architectural tasks in connection with the design of the Airport's terminal, concourses, hangars and support facilities.
- Act as the project manager on complex design projects for new facilities and existing facilities, review and approve complete building plans and specification.
- Manage and lead professional and paraprofessional architectural contractors.
- Negotiate contract changes, monitor contractor performance, solicit bids/proposals, monitor quality of work, provide regular status reports, and perform special studies.
- Provide weekly/biweekly updates to the Director of Planning on project activities, progress and/or problems.
- Ensure compliance with regulatory building code and ADA requirements.
- Prepare clear and concise technical reports, and complete projects accurately and on schedule and budget.
- Interpret contracts, bid/proposals, specifications and other technical documents.
- Review and approve the work of architects, contractors, and other project service providers.
- Recommend design modifications necessary to conform with regulatory and project requirements.
- Provide professional and technical assistance to other project managers, contract officers and others during various phases of project design to help evaluate proposals and make recommendations for contract approvals/changes.
- Represent Engineering, Planning and Capital Development as the technical resource for coordination and interface with external organizations or agencies.
- Closely manage assigned projects to the scope, schedule and budget and work directly with the design consultants to complete high-quality design documents.
- Prepare design construction documents (AutoCAD or Revit formats).
- Perform additional duties as assigned.

The successful candidate for the Architectural Project Manager role will possess the following knowledge, skills, and abilities:

- Broad knowledge of the principles, practices and procedures of daily architectural design tasks with background preferably in airport related work and/or industrial/commercial design.
- Knowledgeable of applicable building codes, engineering codes, the NFPA code and ADA regulations.
- Extensive organizational and architectural technical skills.
- Knowledgeable of, and proficient with programs including AutoCAD, Revit and Sketch Up
- Able to work effectively in a team-oriented environment.

Our culture is innovative and customer centric. We are a learning and performance culture where how we accomplish our priorities is equally important as what we accomplish. The successful candidate for the Architectural Project Manager will exhibit the following key competencies:

- Communication - Proactively conveys a clear, convincing, and timely message; Communicates effectively using two-way communication through strong verbal, written, and listening skills
- Strategic Thinking - Thinks “big picture”; Forward thinking and adept at seeing future outcomes and results; Commits to a course of action to accomplish individual, team and organizational goals
- Team Builder - Recognizes the value of teamwork and being an effective contributor to the team that drives desired results
- Customer Centricity - Aware of customer needs and the prioritization of our customers both internal and external; Makes decisions with customer in mind; Builds strong customer relationships

The minimum requirements needed to qualify for the Architectural Project Manager role are:

- Bachelor's degree from an accredited four-year college or university in Architecture.
- Licensure as an Architect required.
- Five years' of architectural design, contract preparation, project design and/or planning experience.
- Airport experience is highly preferred.

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