

# ***Architectural Design Manager***



## **Reports to**

The Architectural Design Manager will report to the Director of Design

## **Job Overview**

The Architectural Design Manager is a management position within SGDI and manages the Architectural Design Team. The ADM sets the direction of project design – in discussion with the Director of Design, and determines teams for each project, reviews and marks up drawings and documents.

## **Responsibilities and Duties**

- Portray a positive attitude and be a team player
- Ensuring a zero errors standard on submissions of plans and specifications to clients
- Assign tasks to the Architectural Design Team
- Coordinates project submission to various city departments for project permits
- Review client requirements with the Director of Design to set direction for project design
- Review work prepared by Architectural Designers prior to submission to the Director of Design
- Manage a variety of complex projects simultaneously
- Coordinates various outside consultants
- Collaborate with colleagues and clients with humor, tolerance and a service-oriented attitude
- Update team members about design changes that may impact scope of work, budget or timeline
- Relay messages to other team members in writing
- Inform clients when design changes may impact budget or scheduling
- Accommodate clients needs to meet in evenings if necessary
- Update the Director of Design in writing when project milestones are complete
- Ability to grasp new concepts quickly by being an analytical thinker
- Assist in maintaining a clean and organized office environment
- Participate in the development of the SGDI drawings and specification templates, policies and procedures
- Participate in the development of the SGDI drawings and specification libraries
- Maintain high service values that positively enhance the SGDI image
- Contribute to the development and implementation of systems to improve our efficiency and service levels

- Perform additional duties as assigned by the Director of Design

#### Physical Requirements

- Occasional travel to job sites as required
- Must be comfortable climbing ladders
- Must be able to stand/walk for extended periods of time
- Must be able to sit for extended periods of time
- Ability to look at a computer screen for extended periods of time
- Ability to maintain a composed and professional demeanor at all times

#### Qualifications

- Working knowledge of Microsoft Word, Excel and Outlook
- Advanced Auto CAD skills
- Excellent interpersonal service skills; effective communication with clients, co-workers, vendors, sub trades and contractors in person, on the phone and in writing
- Comfortable with team based work structure, and when needed, the ability to work independently
- Demonstrated flexibility on the job; ability to adapt quickly and react positively to business needs and changes in strategies
- Strong visual, verbal and written communication skills
- Strong organizational and inter-personal skills
- Ability to support diverse objectives
- Valid BC Drivers license
- Use of vehicle – with company supplied decal - as required

#### Employee Conduct

*It is the responsibility of every employee to contribute to a positive work environment through cooperative and professional interactions with co-workers, clients, contractors, sub trades, suppliers and vendors*