

PROJECT MANAGER *For the Government Market Sector*

Join our team at TowerPinkster and open a new door to an amazing career! TowerPinkster, an innovative architecture, engineering and interior design firm based in the Midwest with offices in Michigan, Indiana, and Kentucky, is looking for a talented Project Manager for our Government Market Sector, with ten plus years working on our industry, for our Southern Indiana office.

POSITION EXPECTATIONS + RESPONSIBILITIES:

- Collaborate with Principal on fee proposals, fee negotiations and work order approvals.
- Assist in the development of fees based on task, market, staffing and unit cost.
- Assist in proposal development, including determining project fees, scope definition, schedule, contracts and consultants.
- Perform site visits to facilities & make technical decisions to define scope of work.
- Coordinate outside consultants with owner and project team, including consultant selection, fee negotiation, invoice review and communications.
- Create and execute Project Management Plan, from project conception to completion.
- Create investigative reports for Owner review.
- Create cost opinion spreadsheets scope of work using Owner's online cost estimating software.
- Manage project scope relative to contract.
- Lead and contribute to the preparation of drawings incorporating Owner's standard details to define scope of work for execution by Owner's pre-selected contractors.
- Track changes in scope, schedule, and budget.
- Observe project performance and coordinate workload through the entire project.
- Monitor the project for performance to profit and schedule goals.
- Partner with Principal regarding negotiating additional service fees from clients as they request changes to project scope.
- May, depending on project scope, conduct construction site visits to monitor progress. Travel to projects primarily in Kentucky and Indiana. Projects are generally within a 300-mile radius of Louisville, Kentucky.
- All other job duties as apparent or assigned.

POSITION QUALIFICATIONS:

- Bachelor's degree in architecture or engineering. Licensed professional and the ability to be licensed in Indiana and Kentucky preferred.
- Ten plus years' experience in architectural profession and project management.
- Well-rounded knowledge of architecture profession and construction.
- Well-rounded knowledge of structural, mechanical, plumbing, and electrical systems in buildings.

- Knowledge of building components, construction materials, standards, and codes.
- Experience in construction administration or knowledge of construction practices.
- Proficiency with REVIT, AutoCad, Microsoft Word, and Microsoft Excel software required.

POSITION LOCATION

This position is located in our Southern Indiana office.

WHAT WE OFFER

- National award-winning culture and a supportive work environment that empowers employees to stay healthy, fulfill their interests and passions, and balance work and life goals.
- Industry leading Total Compensation (Paid Overtime, Performance Bonuses, Profit Sharing).
- Work-Life Balance program providing six (6) additional holidays per year.
- Paid Community Service Hours.
- Annual Team Training, Professional Development.
- The opportunity to reach your career goals with an award-winning firm.

TowerPinkster is a firm of architects and engineers committed to design integrity, quality, and environmental responsibility. Our doors opened in 1953 with just six people and now we have more than 190 of the best employees in Michigan and Indiana. At our firm, it's our people who make us different. We have the freedom to explore new ideas, the tools to create innovative strategies and the talent to inspire our clients through interactive design.

Our expertise and collaborative, client-centered approach means the best ideas rise to the top. TowerPinkster received the 2022 National 101 Best and Brightest Companies to Work for Award, the AIA Firm of the Year Award, and the 2022 Best Firm Award from Zweig Group. We are proud of this achievement and are thankful for our client relationships, our generous communities and all the employees who contribute to TowerPinkster's exciting and creative culture! Our supportive work environment helps employees reach their career goals, and we have fun doing it!

www.towerpinkster.com. We are an Equal Opportunity Employer