

Job Description

Project Designer/Project Manager

C&S Design & Engineering is looking for an experienced Project Designer and/or Project Manager to join our team. Knowledge based in architecture, construction drawings and project management are required. Experience in mechanical, electrical, plumbing, civil and/or structural engineering are added benefits. Must be self-directed and motivated, open to working in a small office and easy to get along with.

Please email lauren@csdesignengineering.com (No phone calls)

1. Duties and Responsibilities:

- a. Work independently and in small teams to coordinate project design amongst multiple group members, consultants and clients to ensure effective execution
- b. Develop planning and creative-design concepts for projects
- c. Prepare presentation, design and construction drawings and details
- d. Be able to complete structural, mechanical, plumbing and electrical schematics
- e. Estimate scope of work and oversee other production staff
- f. Responsible for coordination of all project efforts, administrative and technical, to ensure the most efficient and cost-effective execution of specifically assigned projects
- g. Actively manage client budgets, schedules and programs; budget and schedule, project communications and documentation; office administrative tasks and project team assignments. Estimate fees, determine scopes of work and provide input for proposals and contracts
- h. Assists controller in accurate invoicing and/or budgeting for assigned projects
- i. Participate in bi-weekly virtual staff meetings
- j. General availability to clients and staff, M-F for blocks of time between 7am and 6pm (Pacific through Standard time)

2. Preferred Licensure, Skill Set, Experience

- a. Bachelor of Architecture, Arts or Engineering from an accredited university
- b. 5-10 years practice in an architectural firm
- c. 5 years of project management experience
- d. Knowledge of the surrounding industry and profession
- e. Microsoft Office, CAD or related software
- f. Ability to communicate well with clients, potential clients, staff, etc.
- g. Possess a thorough knowledge of architecture/engineering practice, with emphasis on design, building materials, construction methods, integration of engineering disciplines and building costs/codes
- h. Structural engineering, MEP engineering
- i. Building Inspector Certification (willing to pay for certification with experience)

3. Physical Requirements of the Job:

- a. Ability to sit or stand at desk working for extended periods of time during the work day
- b. Ability to communicate verbally, in person, by virtual means and by telephone with colleagues and customers in the office and around the country
- c. Ability to travel and visit required jobsites as needed
- d. Ability to work 40 hours/week during typical business hours

4. Timeline: Ready to hire

5. Compensation

- a. Negotiable depending on experience starting at \$52,000/year based on 2080 hours/year
- b. Bi-yearly pay evaluation
- c. 1% bonus for any profits associated with any new clients brought into the

office. Distributed at the end of the year or upon completion of the project. Whichever is the latter.

- 6. Benefits** (for all full-time employees above 32 hours/week)
- a. 50% of employer paid health insurance premium for employee or \$45/week health insurance stipend
 - b. Paid Time Off as follows:
 - i. 1-5 years of service: 2 weeks
 - ii. 6-14 years of service: 3 weeks
 - iii. 14+ years of service: 4 weeks
 - iv. All time off is established as of January 1 of each year
 - v. Up to 1 week can roll over at the end of each year
 - vi. Unused paid time off is paid out based on an accrual basis should employee leave mid-year
 - c. SEP/IRA – 3% match
 - d. 9.5 Holiday Days
 - i. New Years Day
 - ii. Memorial Day
 - iii. 4th of July
 - iv. Labor Day
 - v. Thanksgiving Day
 - vi. Day after Thanksgiving
 - vii. Christmas Eve
 - viii. Christmas Day
 - ix. New Years Eve Day (half day)
 - x. Birthday/Floating Holiday
 - e. Up to \$50/month allowance for Continuing Ed, Memberships, further education outside of that required for mandatory licensure
 - f. Up to \$50/month reimbursement for personal cell phone use
 - g. Flexible schedule/ability to work remotely at certain times as needed