

**JOB POSTING****PROJECT MANAGER - PROJECT ARCHITECT***(Renovation Specialty)*

Job # 2503

**ABOUT HKIT ARCHITECTS**

HKIT Architects is a design firm based in downtown Oakland which has been servicing the Bay Area for over 75 years. The firm is known for its work with TK-14 educational facilities, affordable housing, senior living, and other community-based work. Our mission is to create meaningful, sustainable environments through beautiful and functional design that strengthens communities.

We encourage qualified applicants to apply to join our dynamic, diverse mid-sized firm of professional staff dedicated to supporting our mission.

For more information view our website: [www.hkit.com](http://www.hkit.com)

**POSITION SUMMARY**

The position requires a motivated design and technically minded individual with a minimum of 7 years of experience leading complex multi-family residential and senior living renovation projects. Candidates must combine considerable design and construction detailing experience, strong communications skills, an interest in sustainability, a record of excellent client collaboration, with an ability to manage internal production teams and external consultants on multiple projects simultaneously. This office is currently a hybrid work environment, with a minimum of two in-person office workdays for most positions following the new hire introductory period.

**POSITION RESPONSIBILITIES**

- Work with project principals to oversee all phases of multiple projects from conceptual design through construction administration.
- Serve as the main point of contact with the clients and project consultants and participates in team meetings and manage meeting notes throughout the project phases including construction. Actively manages client's budget, schedule, program, and scope.
- Manage the design, detailing, research, and full documentation on selected projects, providing expertise across multiple projects.
- This position will manage a range of project sizes. On large rehab and modernization projects, this position will serve as project manager coordinating and assigning tasks to other staff. On smaller interior refresh projects, this position may also serve as project architect, responsible for design, documentation, and detailing. Production software includes Revit and some AutoCAD.
- Oversees agency approvals.
- Manage deadlines for all production phases including renderings, meetings, and presentations.
- Produce and manage project schedules, work plans, client correspondence and documentation. Maintain project integrity including design.
- Assist in development of and manage project budgets and fees.
- Construction Administration.

**QUALIFICATIONS AND SKILLS**

- Licensed architect in California.
- Minimum bachelor's degree in architecture or similar discipline from an accredited program.
- Minimum of 7 years of experience designing, documenting, detailing and coordinating multi-family residential projects or senior living projects, affordable and market rate projects, with an interest and focus on multi-family renovation or modernization projects of Type I and V construction type.
- Knowledge of building codes and standards applicable to multi-family building renovations around structural safety, fire and life safety, emergency egress, accessibility, and energy efficiency.
- Successful design, detailing documentation, and construction administration experience on technical multi-family building renovation projects.
- Knowledge of high-performance building design and related software is a plus, including Revit and AutoCAD.
- Work on skilled nursing project under HCAI/OSHPD jurisdiction is a plus.
- Proven experience leading, mentoring & training junior and intermediate staff in all phases of project detailing and documentation.

**COMPENSATION AND BENEFITS**

The annual salary range for this role is \$110,000 - \$125,000. HKIT Architects offers rich benefit offerings for eligible employees including medical, dental & vision insurance, life, LTD & STD insurance, FSA, 401k, and pet benefits.

**HOW TO APPLY**

Interested applicants should send a cover letter, resume and portfolio to [careers@hkit.com](mailto:careers@hkit.com). Subject must include **Job # 2503 and applicants first and last name (i.e., Job #2503 Jane Doe)**.

No calls or third-party recruiting firms/consultants please.