

**JOB POSTING**  
**PROJECT MANAGER**  
(Schools Sector)  
Job # 2505

**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 10 years of experience leading complex school 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.

**POSITION RESPONSIBILITIES**

- Oversees all phases of multiple projects from conceptual design through construction administration.
- Coordinates all project efforts to ensure effective execution.
- Maintain project integrity including design.
- Actively manages client budgets, schedules, and programs; project communications and documentation; office administrative tasks; and project team assignments.
- Serve as the main point of contact with the client and participates in team meetings throughout the project phases including construction.
- Manage the design, detailing, research and full documentation on selected projects, providing expertise across multiple projects. Oversees agency approvals.
- Provides oversight and monitoring of the work of less experienced project managers.
- Assign tasks to staff members and manage deadlines for all production phases including renderings, meetings and presentations. Oversee assigned project team(s).
- 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 10 years of experience serving as lead project manager designing, documenting, detailing and coordinating TK-14 public school projects.
- Experience with TK-14 public school construction in California
- Proficiency in Revit, AutoCAD, Bluebeam Revu, Adobe Acrobat, Microsoft Word and Excel
- Basic Adobe Creative Suite (Photoshop, Illustrator, InDesign) as well as Sketchup experience is a plus.
- Experience with Division of the State Architect.
- Knowledge of Building and Life Safety Codes and Construction Standards.
- Self-motivated, team-oriented, adaptable to a fast-paced environment.
- Proven experience leading, mentoring & training junior and intermediate staff in all phases of project detailing and documentation.
- LEED AP is a plus.
- Work on certified green building projects is a plus.
- Knowledge of high-performance building design and related software is a plus.

**COMPENSATION AND BENEFITS**

The annual salary range for this role is \$115,000 - \$135,000. 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 # 2505 and applicants first and last name (i.e., Job # 2505 Jane Doe)**.

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