

- 1) **Job Title:** Project Manager
- 2) **Firm Name:** TETER Architects + Engineers
- 3) **Location:** San Luis Obispo, California
- 4) **Firm Profile:**

For nearly 40 years, TETER has worked on thousands of diverse architecture and engineering projects in the Central Valley and beyond. During that time, we've grown our technical talent, strengthened our expert network and have opened new offices to accommodate clients throughout the broader San Joaquin Valley and the Central Coast. As local environments and design/code requirements have changed, TETER has also adapted and evolved. Building on the collective power of integrity and excellence, we have strategically broadened our team and capabilities to deliver what our clients need. TETER ultimately brings together rich internal resources and collaborative community relationships to deliver exceptional standards for each and every design endeavor.

- 5) **Salary Range:** \$55,000 to \$65,000

6) **Job Description**

Do you have *5-8 years of architectural project management experience*? Are you looking for a *growing firm with an awesome culture, training opportunities, amazing benefits, and more*? If so, **TETER Architects + Engineers** may be the next step in your career!

TETER, LLP, is a full-service, award-winning architecture and engineering firm serving clients throughout California's Central Valley and Central Coast. Just this summer, we opened two new offices including one in **San Luis Obispo, California**, and now we need an **Architectural Project Manager** to join this new office. He/she will be responsible for managing the day-to-day operations of multiple projects, working closely with other members of the team to provide solutions of the highest quality and in accordance with firm standards.

Initially, the Project Manager will be assigned to educational projects—**California DSA experience is a plus!** Additional project assignments may include local government, military, industrial, commercial, and healthcare.

The successful **Project Manager** must be able to:

- Perform his/her own drafting assignments, for both new and existing projects;
- Develop and manage the project work plan and track project financials;
- Conduct in-depth building code reviews applicable to architectural design;
- Direct production team with assembling drawings/documents into package;
- Attend governing agency appointments and respond to inquiries;
- Perform Construction Administration for assigned projects (preparing addenda, field reports, change orders; reviewing submittals and processing RFI's); and
- Act as the architectural point of contact internally across disciplines and externally for clients and consultants.

Compensation is based on experience. Traditional benefits include medical, dental, employee-paid vision, Cafeteria plan, and 401k, all taking effect on the 1st of the month following the date of employment. **TETER** also offers multiple benefits to help employees maintain positive work-life balance and a healthy lifestyle.

HOW TO APPLY

Interested candidates should submit a cover letter, current resume, and samples of relevant professional work in a single pdf (no larger than 7mb) to human.resources@teterae.com

7) Job Requirements:

Minimum requirements for this position include:

- Bachelor's degree in Architecture, Construction or a related field;
- Five to eight years of experience in a professional architecture environment;
- Experience using REVIT including preparing construction documents and 3D modeling;
- NCARB registration and in pursuit of California Architect license, including the progression of reported AXP (IDP) hours and Architectural Record Exams (ARE);
- Knowledge of building design from DD through CD phases, basic architectural terminology, architectural materials, and building components; and
- Ability to follow instructions, grasp concepts with high attention to detail, and develop drawings and details with minimal oversight after direction is provided.

8) Contact Information:

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