

RQ CONSTRUCTION, LLC

Job Description

Position Title:	Design Project Manager (DPM)
Department:	Design
Type of Position:	Full-time
FLSA Status:	Exempt
Report Structure:	Reports to the Executive Director of Architecture (EDA) for responsibilities including, but not limited to: project assignments, job specific expectations, performance expectations, personal (behavioral & technical) developmental goals, career (position advancement) developmental goals, interdepartmental procedures, client management requirements, compensation, etc. The direct reports to this position are the Project Architect(s), the Design Job Captain(s), the Project Coordinator(s), and Technical Coordinator(s).

GENERAL SUMMARY/ESSENTIAL PURPOSE:

This position is responsible for managing all aspects and phases of a building/structure design project using planning, monitoring, designing, and personnel management processes. The DPM may be responsible for the oversight of more than one project at a time, all in accordance with the Mission, Vision and Values of the enterprise.

COMPETENCIES REQUIRED:

- **Enterprise Level Strategy** - Fosters and contributes to the vision of the company. Stimulates the team, and company, to evolve, grow, and support the innovation/ evolution of processes, procedures, and other aspects of the department. Encourages the team to respect and value each other. Promotes the value and success of a highly functioning team, and company, emphasizing the need to communicate, appreciate, and motivate each other. Looking beyond own capability, and design scope, to find and make the best value for all involved, while maintaining profitability and value. Understands goals of the enterprise and effectively conveys elements of these goals to other team members in a positive manner in order to reinforce the desired outcome and alignment. Leads, manages, and coordinates the design team in alignment with the department goals through interaction/communication with other design team members in accordance with desired strategies, reporting to EDA with weekly updates. Responsible for understanding how architecture and operations (build) integrate to meet or exceed goals on every project. Manages and coordinates assigned team structure, operations, processes, and procedures for design/build architecture projects in accordance with RQC business strategy, seeking to meet or exceed goals each time
- **Department and Project Team Management** - Generates, directs, delegates, supervises, facilitates, and organizes the work flow, activities, project scopes, requirements, team meetings, and deliverables of design project team members engaged in production in collaboration with the entire RQ project team including the Operations Department. Reviews and approves applications for payment by consultants, verifying that work deliverables adhere to contractual requirements. Coaches support staff in production of required documentation for projects. Reviews meeting



minutes, validating they support project strategy delivery, leads, documents, and action items from consultant team meetings. Holds self, project, team, etc. accountable by taking ownership of the project, define team member duties, check on progress, maintain open communication, and encourage individual leadership.

- **Client Interaction** - Communicates in a direct, courteous, and prudent way with stakeholders and users using appropriate level of business judgement and ethics displaying an understanding of the structure of contracts, scopes of work, client expectations, and project requirements. Aims to achieve an “outstanding” client rating throughout the duration of the project, while maintaining the business objectives of RQC.
- **Consultant Management** - Communicates in a direct, courteous, and prudent way with consultants using appropriate level of business judgement and ethics displaying an understanding of the structure of contracts, scopes of work, client expectations, and project requirements. Establishes and executes a plan to lead consultant team.
- **Design Process/Procedures** - Contributes to the development, refinement, and compliance of design department processes, procedures, standards, reports, and methods as it relates to design, construction documentation, and graphic representation. Teaches direct team members on proper use of processes and standards to ensure schedule of project(s) is maintained. Generates and/or aids in the development of specifications, consultant contract scopes, and policies/procedures for the design project team.
- **Design Production** - Provides final direction to team to ensure team deliverables (ex. contract documents) adhere to site requirements, technical reports, code interpretations and requirements, and other documents influencing the design of the project. Manages the assembly of contract documents by direct reports in the appropriate software. Regularly reviews production, quality control, contract documents, and submittal packages to ensure adherence with contract and code requirements. Enforces REVIT production standards. Tracks, assists, and reviews cartoon drawing sets and will reassess during design.
- **Architectural/Technical Expertise** - Defines (formalizes) the required building codes (IBC, ADA, ABA, NFPA, etc.) applicable to the project based on the RFP and utilizes them to make code determinations. Provides final recommendation on all projects. Defines (formalizes) the required design documents and construction documents and leads the effort to coordinate with consultants. Defines (formalizes) the sheet layout, drawings, and cartoon drawing sets required for each government submittal. Defines (formalizes) the building components used in projects. Building Information Modeling (BIM) – assists JC/SR. JC with Revit management/team assignments. Provides final technical solution on problems. Defines (formalizes) a work plan developed by JC/SR JC. Demonstrates a comprehensive knowledge base of components and knows expected outcomes of the building envelope and their applicability within the system. Continually learning and growing in the architecture field by reading, investigating, and office/field experience.
- **Corporate Understanding/Knowledge** - Demonstrates the ability to evaluate and offer suggestions across the company, providing improvement ideas that think beyond one’s own department and reflects reality in multiple departments. Seeks to interact with other departments, provides support, and improves overall functioning for the greater whole.
- **Business Strategy** - Thinks critically about how department functions impact overall corporate success. Offers solutions that think about corporate success. Maintains the appropriate level of business strategy as it applies to department.
- **Knowledge of Work** - Demonstrates knowledge of methods, techniques, and skills required in own and/or related functions (ex. architecture, building codes ABA/ADA, DoD processes). Applies specific methods, procedure, and techniques in functional area.
- **Quality and Quantity of Work** - Produces reports, correspondence, and other work products which meet the intended objectives, demonstrates professional competency, and reflects

acceptable quality. Work output of employee meets or exceeds goals established.

- **Department Planning/Budgeting and Execution** - Produces reports, correspondence, and other work products which meet the intended objectives, demonstrates professional competency, and reflects acceptable quality. Work output of employee meets or exceeds goals established.
- **Staff Development** - Ensures that team members have a personal development plan (PDP) that ties to a department plan, shows care for the individual, as well as promotes corporate succession planning. The development goals need to support company direction and targets, need to be achievable, and should be budgeted appropriately in department.
- **Supervision/Management** - • Works with people, motivating, communicating, developing, correcting, rewarding, team building, and obtaining quality performance from team members.
- **Organizing, Planning, and Prioritizing Work** - Develops specific goals and plans to prioritize, organize, and accomplish work in a professional manner. Reliable, completes assignments in a timely manner, follows through on assignments, and pulls his/her weight. Reporting information up and down.
- **Effective Team Member/Interpersonal Relations** - Works and communicates effectively with colleagues and work teams. Developing effective/positive working relationships, facilitating groups, and communicating effectively with a wide variety of individuals and audiences.
- **Stakeholder Focus** - Develops and maintains effective and strategic working relationships with others. Treats customers, the public, subcontractors, sub-consultants, and our own staff with courtesy, respect, dignity, fairness, honesty, and presents a positive public image. Handles emotions of self and others well, maintains self-confidence, and controls emotional reactions.
- **Process Development/Improvement** – Seeks continuous improvement for the benefit of the department, company, and people. Continually sets goals, measures, analyzes, and plans to improve measurements, and thereby, demonstrate the improvement.
- **Initiative/Motivation/Leadership** - Thinks ahead to anticipate future needs and opportunities. Identifies problems, obstacles, or opportunities and takes action to address issues. Executes duties without reminders. Does tasks that need to be done without direction (as applicable). Takes initiative on the behalf of others.
- **Communication** - Communicates clearly, listens effectively; keeps others informed of necessary and factual information. Deals effectively with conflict and avoids any gossip.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Enterprise Level – 15% of Time (Variable)

1. Understands and manages the team structure, budget, processes and procedures of projects.
2. Assists the EDA in managing and coordinating all design department project operations.
3. Assists the EDA in establishing policies and procedures, defining operational objectives, and identifying priorities for the design department.
4. Assists the EDA, as assigned, with departmental budget planning.^M

Department and Project Team Management - 50% of Time (Variable)

5. Leads, directs, delegates, and supervises the work flow and activities of design project

team members engaged in production (e.g., preparing drawings/models and specification documents, etc.)

6. Assists the EDA in managing the job performance of all Design Dept. staff and project team members by conducting the following: creating and updating training manuals; on-boarding, training and instructing employees in job duties and company policies; identifying causes and issues in employee performance, and recommending appropriate personnel action.
7. Assists the EDA and Director of Architecture (DoA) with understanding the project scopes and requirements, and conveying this information to team members, planning accordingly.
8. Assists the EDA and DoA, as needed, on any department, proposal or project issues that need resolution, including reviewing timecards, project budgets, and staffing allocations, making recommendations as necessary.
9. Collaborates with appropriate stakeholders to manage the establishment of project priorities and expectations, and communicates any changes to design project schedules or staff variables to the EDA and all stakeholders.
10. Manages the relationships and deliverables of project-specific consultants in a proactive manner, through constant and clear communication of project expectations.
11. Reviews, interprets, and maintains an understanding of project requirements (e.g., RFP), company policies and procedures, project-specific agreements, scopes of work, and consultant scopes for team to assist in the management of relationships, production of work and the deliverables of all stakeholders.
12. Maintains flow of project information between the Senior DQCM/DQCM and team members.
13. Collaborates with the entire RQ project team (e.g., CPM, PX, PA, DQCM, CQC, estimating/marketing departments, and field team) throughout the duration of the project, as needed, and communicates project status and workflow information to the EDA and other team members on a regular basis.
14. Represents RQ and/or architect on a construction site, recording observations, quality of workmanship, and advising on design corrections in order to meet builder compliance with design documents.
15. Actively participates in and facilitates weekly Design Production Team meetings, department staff meetings, and company meetings. Offers opportunities for process and standard improvement.
16. Reviews and approves applications for payment by the client and/or consultants.^M
17. Understands goals of the enterprise, and conveys elements of these goals to other team

members.

Client Management - 15% of Time (Variable)

18. Communicates with and manages client, stakeholder and user requirements, utilizing appropriate business acumen and business ethics.
19. Maintains a command of the structure of contracts, scopes of work, client expectations, and RFP definitions to assist in developing project team responsibilities and holding team members accountable to those requirements.
20. Oversees change order processes, including possible changes of design intent and any variables that may impact the overall budgets and schedules of projects.^M
21. Understands and manages the client's perspective of projects, seeking to achieve an "outstanding" customer rating.

Design Process and Procedures - 10% of Time (Variable)

22. Assists the EDA in preparing design processes, procedures, standards, reports, and methods for process improvement in both design and construction documentation and graphic representation.
23. Trains and coaches team members to understand solution design, construction documentation processes, industry knowledge, and department standards.
24. Implements an understanding of integrated project delivery and Early Start design submittal requirements on projects, as appropriate, and ensures that the schedule is maintained on projects.
25. Understands project codes and regulations, and teaches team members.
26. Understands and manages the content and assembly, review, and delivery of all required design submittals, while adhering with contract documentation.
27. Understands and manages construction administration processes, project close-outs, and archiving of all necessary design information on projects.
28. Develops specifications, consultant contract scopes, policies and procedures for the design project team.

Design Production - 10% of Time (Variable)

29. Analyzes building codes, UFC and ATFP requirements, by-laws, space and site requirements, and other technical documents (e.g., RFP, specifications, etc.) and reports (e.g., field reports, ASIs, Basis of Design, etc.) to determine their effect on architectural designs.
30. Manages the development of contract documents (e.g., scaled plans, elevations, sections, details, and schedules) with applicable software, as required.

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31. Assists the EDA with the development, implementation, and administration of project strategies (e.g., design schedule, procurement, LEED, Risk, Customer, etc.) specific to each project.
 32. Assists in coaching support staff in the production of required documentation for projects.
 33. Coordinates all building systems into the contract documents on projects.
 34. Conveys and produces designs, design intent, working drawings, charts, forms, and records; and trains team members on processes.
 35. Understands and manages the production of proposal exhibits, narratives and associated graphical and technical information by all support staff (during proposal phase).
 36. Assists the DoA in monitoring and tracking proposal quality and timeliness during the proposal phase.^M
 37. Establishes and implements periodic production and quality control reviews of contract documents and submittal packages.
 38. Oversees project-specific sustainability documentation development, implementation, and verifies that projects are on track to meet sustainability points, deadlines, deliverables.^M
 39. Performs other duties as assigned and agreed upon with supervisor^M.

QUALIFICATIONS: (Knowledge, skills, abilities, and other characteristics needed to perform job)

- Knowledge of design techniques, phases, tools, theories, and principles involved in the production and submittal of plans, drawings, models, specifications, and construction details.
- Knowledge of building and construction materials, methods, systems, documentation, and the tools involved in the construction or repair of buildings and other structures to assist in design development and implementation.
- Knowledge of practical application of building engineering science and technology. This includes applying principles, techniques, and procedures toward the design and production of buildings and structures.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar to assist in technical and

^M This is considered a marginal function as defined by the Americans with Disabilities Act, meaning: 1) It is not one of the primary reasons that the position exists, 2) It does not require expertise to perform, and 3) There are other employees available who could perform the function, if needed. This duty is still required to be performed in this role, however.

creative writing.

- Knowledge of administrative and management principles involved in strategic planning, resource allocation, human resources modeling, leadership vs. management technique, production methods, and coordination of people and resources.
- Knowledge of human behavior and work performance; individual differences in ability, personality, and interests; learning and motivation, etc.
- Knowledge of basic arithmetic, algebra, geometry, and trigonometry and their applications to design and construction production.
- Knowledge of principles and processes for providing customer and personal services, including client needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Demonstrates active listening and reading comprehension skills to facilitate the understanding of work related documents, answering inquiries regarding design, and incorporating the implications of new information into design and documentation.
- Demonstrates complex problem solving and critical thinking skills to facilitate solution implementation and monitoring that is creative and original.
- Demonstrates coordination and communication skills, including written and verbal comprehension and speaking to facilitate project management.
- Demonstrates time and personnel management skills (e.g., preparing schedules and budgets for projects and determining staffing requirements for each project, etc.) to facilitate company objectives and departmental goals.
- Ability to comprehend and follow written and oral instructions to assist in communicating information and ideas in a way that others will understand.
- Ability to demonstrate sensitivity throughout a project to identify when something is wrong or likely to go wrong.
- Ability to visualize and deductively apply general rules to specific design problems.
- Ability to communicate design information through graphic hand sketching.
- Ability to operate Microsoft Office (Word, Excel, Outlook, Powerpoint, etc.) and the Internet to assist in completing various design aspects of the position.
- Ability to operate various design formats (Revit, AutoCad, Adobe Photoshop, Sketchup, etc.) to assist in analyzing building codes and design modeling.
- Demonstrates a motivation to set and maintain high quality standards by paying attention to detail.
- Demonstrates the initiative and willingness to take on responsibility and proactively approach challenges.
- Demonstrates a consistent commitment to RQ's Mission, Vision, and Values.

EDUCATION & EXPERIENCE:

- A Bachelor's degree in Architecture degree is the minimum formal education required for this position.

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- Architectural License required. CA licensure preferred.
 - 20 or more years' experience in design CAD/REVIT construction documentation, project delivery or equivalent in the design-build industry required with five or more years' experience in commercial design project/team management with projects (managing at minimum or multiple projects) \$50M - \$100M in value. Project management with the Department of Defense (DoD) is preferred.
 - Computer literacy (Microsoft Office, Internet, etc.) required.
 - Specific software literacy (Revit v2011 or higher, ACAD v2011 or higher, Sketchup) required. Adobe Illustrator, Photoshop, InDesign, and MS Visio preferred, but not required.
 - LEED GA credential is required. LEED AP/AP+ credential is preferred.

WORKING CONDITIONS:

Working conditions are normal for an office environment. Excellent individual performance is expected. Company goals will be realized through dedicated teamwork pursuing Company objectives. Work is primarily completed in the corporate office, though travel to project job sites may be required.

PHYSICAL DEMANDS:

May be required to lift up to 40 lbs. Requires basic office work, including sitting, walking, climbing stairs, kneeling, bending, and operating office equipment that is hand operated. Driving may be required – must have valid driver's license for three or more years; proof of automobile liability insurance required when driving personal vehicle.