

Landscape Architect /Project Manager

Years of Experience: 8-10

RLA is an established, solution-oriented landscape architecture design firm with a wide variety of project types. Our current workload includes office, industrial, hospitality, retail, education and housing. Our office, with a staff of thirteen people, is located in Irvine, California near Irvine Spectrum.

We are looking for a project manager who is creative, motivated and enthusiastic to join our team. The position provides an opportunity to work on projects from conceptual design through project construction. Candidates should be self-motivated, highly organized and possess good communication skills with strength in design, graphics, project management, and construction document preparation as well as the ability to manage multiple priorities.

Candidates should possess an undergraduate or graduate degree in Landscape Architecture and a minimum of 8 years' experience in a landscape architecture office. The position requires a good knowledge of California plant material and landscape construction. Proficiency in AutoCAD is required as well as a basic knowledge of Sketch-Up, Adobe Photoshop and Illustrator, and MSOffice programs.

Provides technical design and project management for variety of project types. Supervises and directs support staff in production of design documents. Thorough understanding of plant material, construction materials and methods, and agency submittal process. Coordinates and interfaces directly with client and consultant team. Educates and mentors support staff. Manages work flow and scheduling of staff to meet deadlines.

DUTIES AND RESPONSIBILITIES

- Responsible for production of design and construction documents
- Meetings with clients and project team
- Coordinates agency submittals
- Researches materials and methods appropriate for projects
- Performs construction field observation, responds to RFI's and submittals
- Directs and schedules staff
- Performs tasks related to the operations of the office as requested

REQUIRED QUALIFICATIONS

- Bachelor's Degree in Landscape Architecture or related field
- Landscape Architecture licensure, preferably in the state of California
- Proficient in preparation of design and construction documents
- Demonstrated experience and proficiency in the following software applications:
 - AutoCAD
 - Photoshop
 - Sketch-Up Microsoft Office (Word, Excel, Power Point)
 - Newforma
 - Bluebeam

PERFORMANCE STANDARD AND SKILLS

- Excellent graphic, oral and written communication skills

- Clear, courteous and concise communication with staff
- Organized, self-disciplined, creative and motivated
- Good collaborator in team environment