

T 831.655.1414
F 831.655.3462

537 Houston Street
Monterey
California
93940

www.bernardtrainor.com

Bernard Trainor + Associates is an award-winning landscape architecture studio based in Monterey, CA. We are a consistently published firm that has completed many significant custom residential projects in California. Our work celebrates the uniqueness and diversity of each client and place, maintaining a consistent focus on design excellence, thorough project management and superior service. Our process is rooted in collaboration, and team members are involved throughout the project duration, from design conception to details, demanding dedicated engagement in the entire process. Visit <http://bernardtrainor.com> for an overview of our work.

POSITION OVERVIEW:

We are seeking candidates for the positions of Assistant Landscape Designer and Project Manager/Landscape Architect to join our growing team. We are looking for creative designers who are passionate about their work, deadline orientated, articulate and responsive to a collaborative group design environment.

PROJECT MANAGER/LANDSCAPE ARCHITECT PRIMARY RESPONSIBILITIES:

- Lead landscape architecture projects from conceptual design through construction administration, including management of sub-consultants and production staff
- Assume responsibility (with support) for the production, organization, coordination, and accuracy of all documents and presentation documents
- Lead multiple projects in various stages of development simultaneously and work cooperatively with the principal team to ensure design integrity and graphic consistency.
- Communicate with and coordinate the efforts of project team members, clients, consultants, contractors and agency officials
- Manage project schedule, workflow, and anticipate required staff resources and delegate accordingly
- Work with the project team to produce presentation materials for client and agency presentations
- Research and specify materials, products and systems
- Attend job-site meetings, issue supplemental instructions, review submittals and shop drawings during the Construction Administration phase
- Coach and mentor junior staff, share experiences and lessons learned to increase the firm's common knowledge
- Strong leadership and communication skills are essential to success in this position

QUALIFICATIONS REQUIRED:

- A Bachelor's or Master's Degree in Landscape Architecture or Architecture
- We prefer a Licensed Landscape Architect (California license preferred, but not required)
- Minimum of 3 years of post-graduate related professional experience, including project management, design and detailing experience with an accomplished firm

ASSISTANT LANDSCAPE DESIGNER PRIMARY RESPONSIBILITIES:

This is an entry-level to three years of experience position, with opportunity for professional growth.

- Work directly under the project managers in a supportive role producing site analysis drawings, conducting project research, creating schematic design presentations, 2D graphics, 3D digital models, construction documents, and presentation materials.
- Position responsibilities include assisting with client meetings and site reconnaissance.
- Have a general understanding of the basic principles of landscape architecture, including site design, grading and drainage, plant material, working drawings, construction materials and construction detailing
- Progressive graphic skills and an aptitude for digital media and software.
- MAC OSX – we are a MAC based office
- VectorWorks Landmark 2017
- MS Office Suite
- Adobe Design Suite CS5
- Hand sketching and lettering

QUALIFICATIONS REQUIRED:

- A Bachelor's or Master's Degree in Landscape Architecture or Architecture

These are full time positions with a competitive salary commensurate with experience. We offer a comprehensive benefit package including paid vacation, insurance; medical, dental, vision and term life, plus participation in a retirement (401k) plan with employer match and bonus program.

TO APPLY:

Please email resume, cover letter, and portfolio/samples of relevant work in PDF format (up to 25MB, link to download if larger) to michelle@bernardtrainor.com.

Include "Project Manager/ Landscape Architect " OR " Assistant Landscape Designer" in the subject line. No phone calls please.