



architecture  
planning  
interiors

## Senior Project Manager – San Jose or Sacramento Office

BCA Architects is looking for highly motivated and talented staff to join our Sacramento and San Jose Offices! BCA is a full service architectural firm celebrating 28 years in business, serving all areas of California designing education, civic, commercial and senior living projects. We are an award-winning firm and pride ourselves in strong “value added” services and design capabilities. Visit us at: [www.BCAarchitects.com](http://www.BCAarchitects.com).

### Qualifications:

California Licensed Architect; LEED AP preferred; bachelor’s degree from accredited program required; US Citizen

### Experience:

10+ Years

### Overview:

This role manages and coordinates all aspects of assigned projects in order to ensure effective execution, prepares project work plans and schedules, and serves as the primary client liaison.

### Position Requirements:

- Coordinates all project efforts, administrative and technical, to ensure the most efficient and cost effective execution of assigned projects.
- Prepares project work plans and schedules for project success.
- Serves as primary client liaison to complete projects on schedule, within budget and with maximum client satisfaction.
- Actively manages client budgets, schedules and programs.
- Actively manages project team budgets, schedules, design quality control, consultants, communications, documentation, administrative tasks and project team assignments.
- Estimates costs, confirms scope of work and prepares fee proposals and contracts.
- Provides oversight and monitors work of project architects and less experienced project managers.
- Makes presentations to clients and Boards to garner support for vision/projects.

### Requires Experience In:

- Public K-12 and Community College educational projects through the Department of the State Architect (DSA)
- California Community College Chancellor’s Office (CCCCO) funding, Office of Public School Construction (OPSC) funding, State grant qualifications and State eligibility, including Career Technical Education (CTE), high performance incentives and joint-use funding
- Programming, master planning and project design/documentation through close-out and certification
- Public school project delivery methods: Design-Bid-Build, Design-Build, CM-at-Risk, Lease-Leaseback and related procurement and contract requirements

### Contact:

For more information or to submit a resume, please contact: Brian P. Whitmore, AIA – LEED AP, President at 916-254-5602 or [BrianW@BCAarchitects.com](mailto:BrianW@BCAarchitects.com).