

## Senior Project Manager (Tallahassee, FL)

At **Walker Architects**, we believe putting people first—by design—is how great places and lasting partnerships are built.

As our **Senior Project Manager**, you will be our "boots on the ground" and our voice in the field. You won't just push paper; you will take ownership of complex institutional projects during their most critical phase—construction. You will bridge the gap between the drawing set and the built reality, ensuring design intent is preserved while navigating the complexities of large-scale construction.

### What You'll Do

You will act as the **Owner's primary advocate** and trusted advisor in the field. Beyond just observing construction, you will internalize the Owner's goals—protecting their budget, schedule, and long-term operational interests as if they were your own. You will navigate the complexities of large-scale construction not just to enforce the contract, but to ensure the client's investment is safeguarded and their vision becomes a reality without compromise.

This is a role for a technical expert who loves the job site, speaks the language of contractors, and thrives on solving complex field problems in real-time.

### Key Responsibilities

- **Lead Construction Administration (CA)** for large-scale institutional and commercial projects.
- **Perform rigorous constructability and QA/QC reviews** on drawing sets prior to bidding to minimize RFI volume and prevent field changes before they happen.
- **Act as the primary liaison** between the design team, General Contractors, and Owner Representatives.
- **Lead OAC Meetings** (Owner-Architect-Contractor) with authority, keeping teams accountable and schedules on track.
- **Conduct rigorous site visits**, identifying non-compliant work early and resolving field conflicts before they become costly delays.
- **Review Pay Applications** and substantial completion documents with a sharp eye for detail.
- **Mentor junior staff**, sharing your deep technical knowledge to improve the constructability of future design sets.

### What Makes You a Great Fit

- **You are an avid collaborator** who can rally diverse teams—contractors, engineers, and clients—around a shared goal, resolving conflicts through consensus and clear communication.
- You possess deep technical knowledge of building systems, codes, and construction

sequencing.

- You are proactive, spotting potential clashes or scope gaps before they become change orders.
- You value relationships and understand that a successful project requires collaboration, not just enforcement.

### **Experience & Qualifications**

- **Mandatory:** 10+ years of experience in the AEC industry, with a specific focus on Construction Administration for large commercial or institutional projects.
- **Institutional Experience:** Familiarity with the specific requirements of higher education (University) or public sector (State/Federal) work is highly desired.
- **Licensure & Certifications:** Registered Architect preferred. Additional certifications such as **CSI-CDT, CCM, or LEED/WELL** are a strong plus.
- **Technical Proficiency:** Expert mastery of **Bluebeam Revu** for digital markups is required. Familiarity with navigating BIM models in **Revit or Navisworks** for field coordination is highly desired.

### **Compensation & Benefits**

- Competitive salary, based on experience
- Medical, dental, and vision insurance
- Direct Primary Care for employees and dependents
- 3 weeks paid time off + paid holidays
- Paid year-end holiday break + annual birthday PTO
- Paid parental and bereavement leave
- 401(k) with employer match, vested after 90 days
- Company-paid life insurance
- A strong, values-driven culture built on respect, trust, and legendary client service

This is a full time position based out of our Tallahassee office.

If interested in applying for this role, please email your cover letter and resume to Andrea at [acellini \[at\] walker-arch.com](mailto:acellini@walker-arch.com). No drop-ins, please.