



JOB DESCRIPTION

Position Title	Location	Reports to
Project Director	Remote	CEO/President
Employment Status	FLSA Status	Effective Date
<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	
<input checked="" type="checkbox"/> Regular <input type="checkbox"/> Temporary		

Position Overview

As a Project Director, you will have two primary job responsibilities. The first is overseeing Project Landscape Architects and Project Landscape Designers (“**Project Designers**”) while managing projects within your assigned jurisdictions, and the second includes your performing duties as a Project Landscape Architect.

Those motivated by a desire to learn and take ownership of their assigned jurisdictions and projects will find opportunities for professional growth within our organization.

Essential Functions

Scheduling and Coordination

- Coordinate with clients to determine the project schedule.
- Coordinate and communicate the project schedule with Project Designers and sub-consultants.
- At least once every workday, review and update the company project production schedule after coordinating with clients and Project Designers.
- At least once every month, review the projects within your assigned jurisdictions to find projects with phases not yet completed (example: irrigation) and/or invoiced. For those not yet completed, inquire with the client to see if they are ready for that phase to be completed. If the phase has been completed but not yet invoiced, notify internal administrative staff so they can invoice for it.
- Ensure client deadlines are met. If the client requests the plans by a specific date, ensure you find out by what time (and which time zone) they need the plans by.
 - Request assistance from other internal team members as soon as you recognize there may be a problem with meeting a deadline.

Assignment of Projects

- Assign a Project Designer to the project, should you choose not to design it yourself. Review the project scope of work and client expectations with the designer.

Supervision and Quality Control

- Be responsible for the quality control of the individual projects within your assigned jurisdictions. This includes reviewing plans and documents and may also include correcting and updating documents (or directing others to correct and update documents). You are to review and approve all plans and documents prior to the Project Designer sending them to the client.
 - For projects in which an Assistant Project Director is also the Project Designer, you shall review and provide quality control of their plans and documents prior to those items being sent to the client.
 - If the Project Designer is not registered in the project's jurisdiction state (or if the Project Designer is unavailable), provide your seal and signature to the plans and documents after carefully reviewing the plans. Review, sign and seal irrigation plans if the project is not located in Texas.
- Ensure the Company's Standard Operating Procedures are being adhered to by Project Designers and other internal design professionals.
- Supervise, manage, and oversee any Assistant Project Directors that are assigned to you. You are responsible for their actions and the projects within their assigned jurisdictions.

Budgets & Financial Responsibilities

- As Project Director, you have overall financial responsibility for all projects within your assigned jurisdictions and are therefore responsible for the gross profit margin of each. Be diligent to avoid cost overruns on your projects. Budgeted labor costs is the typical culprit here – and there can be several reasons why this may occur.
- Keep a watchful eye for changes that are billable and/or requests by clients for items that are not included within our current scope of work. Approach the client when something may be considered a billable/out-of-scope service and inquire if they would like you to provide a proposal. If they do, then provide the scope and fee to them. If the client does not believe the task is considered an additional service, contact your supervisor for guidance in handling the situation.
- Coordinate with internal administrative staff for which projects and specific project phases are ready to be invoiced.

General

- Promptly respond to questions and concerns from clients and internal team members.
- Maintain a positive relationship with all company clients, team members, and sub-consultants.
- Stay informed about industry trends, best practices, and emerging technologies in landscape architecture.
- See the 'Project Landscape Architect' job description for responsibilities when you are designing projects as the Project Designer.
- Respond to clients and team members within one business day (by the same time the next day) for all inquiries received.

- Other duties as assigned.
- To perform this job successfully, the successful applicant must be able to perform each of these key responsibilities satisfactorily. Reasonable accommodation may be provided to enable qualified individuals with disabilities to perform key responsibilities.

Qualifications

- Bachelor's or Master's Degree in Landscape Architecture or a related field.
- Registration as a Landscape Architect within any U.S. state.
- Minimum of 4 years of experience as a Registered Landscape Architect.
- Proficiency in AutoCAD and/or Land F/X CAD and modules.
- Basic familiarity with Microsoft 365: including Word, Excel, and Outlook.
- Exhibit effective verbal and written communication skills.
- Strong work ethic and commitment to quality, efficiency, and project budgets.
- Self-reliance and ability to operate independently with limited direction.
- Commitment to promoting the company's reputation through communication and work quality.
- Exhibit a strong sense of urgency when responding to clients, team members, and other design professionals.
- Ability to effectively manage multiple time-sensitive tasks for multiple projects.
- Ability to take direction from others and perform necessary tasks to meet project deadlines.
- Eagerness to ask questions when unsure or curious to unlock learning.
- Effective working relationships with internal team members, clients, and outside consultants.
- Aspirations to grow professionally and advance within the company.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the staff member is regularly required to talk or listen. The staff member frequently is required to use hands or finger, handle, or feel objects, tools or controls. The staff member is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The staff member must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

Equal Opportunity Employer

We are committed to creating a diverse environment and are proud to be an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Acknowledgement of Job Description

I, _____, have read and fully understand the job description and requirements for the position. I acknowledge that I am capable of performing the duties as outlined and will comply with the responsibilities and expectations associated with this role to the best of my abilities.

Signature: _____

Date: _____