Senior Project and Operations Manager  contact: Elise@PreservationArchitects.com

Johnson-Schmidt, Architect, P.C. is an award-winning firm on both the state and national level for its work in adaptive reuse and historic preservation. It was established in 1991. The primary projects that the firm undertakes are adaptive reuse using Historic Preservation Tax Credits and guiding restoration and revitalization of historic landmarks. The firm is highly recognized for its quality work; collaborative relationships with client/project teams to execute the final product; and its work to develop upper floors of downtowns to rejuvenate communities while providing market rate housing. The firm is located in downtown Corning, NY, in a rehabilitated building that, in addition to its work, helped to demonstrate how upper floor living was integral to the future of downtowns.

https://www.youtube.com/watch?v=fCa-tG6nsMY (13 minute video about the Corning Community)

www.PreservationArchitects.com

The firm typically employs six to seven people, including the principal architect, senior project manager, CAD manager, 2-3 draftspersons and historic preservationist.

Although it is beneficial to have a background in rehabilitation work, it is not a requirement.

Job requirements:

▪ 17 to 20 years of experience in the field of architecture and/or construction;
▪ Proven experience reviewing and amending construction documents and managing construction details;
▪ Recognized strength in building client, team and community relationship;
▪ Track record of projects finished on-time, within specifications and on budget; and
▪ Robust knowledge of building code reviews and facilitation of issues, as needed, with community officials.

Job Description:
The role of the Senior Project and Operations Manager is to direct and develop the staff, understand and oversee project requirements for the firm of Johnson-Schmidt, Architect, P.C. This includes, but is not limited to:

▪ reviewing and amending construction documents prior to and throughout a project;
▪ developing and managing firm’s calendar for internal and external commitments;
▪ establishing project schedules;
▪ driving projects from planning through completion with oversite for finances, deadline management and quality standards;
▪ ensuring timely client and project team interface;
▪ meeting with employees daily to ensure successful coordination of work, skill development;
▪ and reinforcement of the firm’s culture and values.

Salary to grow with responsibilities.

▪ Starting Annual Salary Range: $75,000 – 100,000 plus bonuses;
▪ Firm’s Health Insurance Plan Coverage covered in full after 60 days;
▪ 401K contributions after three years with the firm;
▪ $3000 in moving expenses to be covered in three installments;
▪ Parking permit provided for convenience to the office.