
About Us

SRM Architects is a growing Architectural firm with over 75 staff. We are looking for a Project Manager who is interested in joining our Toronto team.

We believe that architectural designs should embody both functionality and innovation. Guided by this philosophy, our designers make use of light, colour, and fine materials to produce dynamic spaces and strive to produce exceptional designs that meet our clients' vision, budget, and schedule.

To learn more about our company, please visit srmarchitects.ca

Why Work for SRM Architects Inc.?

- Yearly Bonus Program, eligible for participation in after one year of service at SRM
- Health and Dental Benefits in addition to a Health Spending Account
- Employee Assistance Program [EAP]
- Company Pension Plan after one year of service at SRM
- Cost of Professional Fees and the exams and courses required to maintain a continued level of knowledge and expertise [agreed upon prior to registration]
- Flexible Schedule and use of Banked Time System
- Exposure to a wide variety of project types including multi-residential, commercial, office, and institutional projects
- We offer opportunities for on-the-job learning, development, and growth as well as exposure to a wide range of project types including multi-residential, commercial, office and institutional projects

Responsibilities

The Project Manager holds primary responsibility for leading, managing, and supervising architectural projects on a daily basis, spanning from the initial Schematic Design phase to Design Development, Working Drawings, Bidding/Contract Negotiations, Construction Administration, and Closeout phases.

These duties are executed across multiple architectural projects simultaneously, with the Project Manager overseeing various aspects of each project.

Direct reporting for the Project Manager is to the Studio Director and Managing Partners.

Business Development

- With the direct reports, meet with Clients to discuss, develop, and secure a project.
- Determine the scope, timelines, hour estimates by phase, and establish project schedule to be approved by the Client.
- At the request of their direct report, review RFP call documentation and coordinate with the Administrative Assistant to contact Consultant list to obtain quotes.
- Coordinate with the Administrative Assistant to develop proposal document, then review finished proposal with their direct report for project content.
- Maintain good Client relationships to encourage continued partnership on future projects.



- Discuss with Studio Director or Managing Partner about any opportunities to be introduced to new Clients and projects.

Project Delivery

- Must proficiently serve in the following capacities throughout each architectural project:
- Will be the Project Lead in developing design and construction documents for bidding and construction on multiple projects.
- Will lead a team of 2-3 staff members and be responsible for their productivity throughout each Project. The PM will consistently meet with team members to direct workload and review project timelines/milestones.
- Will develop design / space plans based upon the Client's approved program requirements.
- Exhibit entrepreneurial qualities that could support business development.
- Organize and direct the architectural and/or engineering team to execute the work in an orderly, timely, and coordinated manner.
- Receive and review results of all investigations and tests, including geotechnical reports and analyses and distribute as required.
- Determine the extent of the construction detailing required for various elements of a project and ensure constructability, code compliance, affordability and aesthetics. Develop these details and support/supervise the team members as they assist in developing needed details by assessing technical adequacy and completeness.
- Perform quality assurance checks on all drawings and documents related to assigned projects.
- Issue progress review sets of drawings to direct report at various levels of development, according to established project milestone dates.
- Make decisions independently and/or as part of the management team, to adhere to the Design Concept, Project Budget, Project Schedule and Milestones.
- Exhibit excellent administrative and personal time management skills while having the ability to prioritize assigned tasks and delegate efficiently to maintain established project schedules and milestones. Project Manager shall advise direct report of any deviations to project schedules and milestones.
- Exhibit strong multi-tasking abilities which allow performance of the above responsibilities for multiple projects simultaneously.
- Oversees training of junior staff and implementation of SRM office drafting standards, providing mentorship and assistance in solving technical related project complexities.
- Commitment to meeting project deadlines and milestones while understanding his/her role as part of the project team. The Project Manager understands that he/she must move strategically into different roles during the course of the project in order to achieve the overall project goals.
- Apply excellent research skills to ensure project code compliance and to fully develop project technical specifications with Specifications Consultant.
- Serve as the Construction Administrator during the Construction Phase, as required. Specific responsibilities during this phase include:
 - Review and approval of Shop Drawings & Submittals.
 - Responding to Contractor's Request for Information (RFI's).
 - Review of Contractor's Payment Applications and advise direct report / Administration in a timely manner that said applications should be certified for payment.
 - Review and Approve Change Orders, advising direct report that a change in construction cost has occurred.



- Prepare and issue Change Directives, Proposed Changes, Site Instructions under the supervision of the Project Architect and/or direct report.
- Perform punch lists at Substantial Completion.
- Attendance at on-site construction project meetings will be required. The Project Manager will also be responsible for monthly site review reports, outlining progress of work and any deficiencies observed.

Quality Control

- Perform review of applicable municipal by-laws, provincial building codes and safety codes (NFPA, CSA etc.) and Ministry Guidelines (Long-Term Care etc.).
- Perform review of zoning requirements.
- Perform review of completed drawings against Client programming and approved design.
- Coordinate construction documentation of all disciplines.
- Respond to enquiries from Construction Managers and Contractors during construction.

General

- Create and update procedures on tasks relating to the duties of this position as requested.
- Archive and file all documentation as per company procedure.
- Attend and participate in regularly scheduled staff meetings.
- Perform other tasks, as required.

Qualifications

Our Ideal candidate will possess the following qualities:

- 6+ years of experience as a Project Manager to manage a wide variety of projects from the initial design phase through to the on-site contract administration
- Post-Secondary Education in Architecture or Architectural Technology
- Possess a high-level knowledge of required software. Revit, Bluebeam, Microsoft Windows-based systems (Word, Excel, PowerPoint, Project, etc.).
- Possess excellent written and oral communication skills.
- Possess strong interpersonal skills among the project team, consultants, and client representatives.
- Proficient knowledge of the Ontario Building Code, Books 1 and 2 and amendments, Life Safety (including national standards such as NFPA, CSA), project specific guidelines (including Long-Term Care Home Design Manual 2015), relating to various building types while understanding how to implement local zoning regulations as applicable to achieve the desired architectural design concept.
- Ability to travel to and from the firm by automobile to attend project site meetings and reviews.
- Understand current architectural / construction means and methods; and the ability to fully detail these systems in coordination with structural, mechanical, electrical, landscape, interior design and civil consultants.
- Proficient understanding of Construction Drawing/Detailing of various residential, commercial/industrial and institutional building systems of significant size.
- Ability to solve complex architectural design and construction problems to serve the Client's program and advise the Managing Partner of any issues that deviate from the program goals and/or that impact the project budget and schedule.



- Proficient understanding of MEP, Structural and Site/Civil Engineering drawings, while understanding the impact that these disciplines have on the architectural design concept. The
- Project Manager must possess the ability to direct consulting teams in the early stages of design and be involved in the selection of structural and MEP systems and assemblies for each Project(s). The Project Manager must properly coordinate these Consultants throughout the Construction Document phase.
- Ability to manage multiple projects at various stages of development.
- Ability to function comfortably while effectively gaining trust and confidence with a wide range of individuals including clients, owner's representatives, consultants, contractors and the SRM project team.

Apply

SRM is an equal opportunity employer and welcomes applications from all qualified candidates.

If you are passionate about architecture and want to work in a dynamic and collaborative environment, we encourage you to please send your resume, portfolio and cover letter to HR@srmarchitects.ca (Subject: Project Manager)

Please note only qualified candidates who are comfortable working from our Toronto office will be considered.

