

## **Project Manager**

Coleman Design Group is seeking a creative and talented individual to join our team as a Irrigation Project Manager. The ideal candidate will have 5-10 years of experience and understand the basic principles of landscape design with a strong desire to learn irrigation design. Candidate must reside in Arizona. Coleman Design Group serves developers and other landscape architectural firms with their irrigation design and consulting needs. Our portfolio is diverse and includes projects in the areas of Master Planned Communities, Commercial, Medical / Healthcare, Education, Campus Design, Parks, and Resorts and Hospitality.

### **Responsibilities:**

- Mentors junior staff and directs project progress through all levels of the design process.
- Oversees the preparation of construction document sets including sheet layout, details, and specifications for irrigation plans and ensures they are complete and accurate before municipal submittals.
- Reviews all work for completeness and accuracy before submitting work for final approval.
- Utilizes CAD and other design software to create design development and construction documents.
- Maintains project budgets and schedules based on labor and expenses utilizing project management software.
- Develops detailed proposals by preparing an overall fee budget and scope for client approval.
- Assist owners in day-to-day tasks as required for project completion.

### **Qualifications:**

- Landscape Architecture or CID licensure.
- Ability to regulate self-work schedule based on deadlines provided.
- Willingness to learn and take direction in a fast-paced work environment.
- Thorough understanding of construction document packaging, detailing, and written specifications.
- A minimum of 5 years professional design firm experience preferred.

### **Education / Experience Requirements:**

- 5 years of AutoCAD experience required. Proficiency with Land F/X Irrigation Design software preferred.
- Bachelor's or Master's Degree in Landscape Architecture, Civil Engineering, or related field preferred.

### **Technical Knowledge:**

- AutoCAD / Land F/X
- Microsoft Office
- Adobe Creative Suite (specifically Photoshop and InDesign)
- Sketch-Up and/or Lumion a plus.

### **Salary:**

- \$50,000-\$75,000 depending on experience



**Benefits:**

- Health Insurance Reimbursement Program
- Unlimited Paid Time Off
- SIMPLE IRA with up to 3% Company Match
- Profit Sharing / Bonuses
- Work Remotely
- Flexible Schedule

**Submissions:**

Qualified candidates should email their resume and portfolio to: [boyd@colemandesigngroup.net](mailto:boyd@colemandesigngroup.net) and use "Irrigation Project Manager Position" as the subject line of your email. No phone calls please.