



ASSOCIATES

Full-Time, Experienced Project Manager and/or Designer

Wenk Associates, an established, award-winning landscape architecture and planning firm located in Denver's RiNo Art District, is looking for an experienced project manager and/or designer with 5-10 years of experience.

Wenk Associates works both locally and nationally on award-winning projects including urban waterway revitalization, stormwater management and water quality, urban design, campus design, public parks, and greenways. Most of our projects begin as master plans and then move forward through design and construction, so the ideal candidate would have the skills, ability, and interest to work at those scales.

The ideal candidate must have the ability and experience to fulfill most of the following responsibilities:

- Lead projects from master planning to site design and construction including management of subconsultants and the internal project team.
- Lead projects per schedule and budget goals and at a level of quality that meets or exceeds the firm's standards and the client's expectations.
- Lead multiple projects at various stages simultaneously and work cooperatively with senior project managers and principals to ensure design integrity and product consistency.
- Provide technical leadership of projects, including conceptualization of design/implementation problems, and technical direction of the work of staff and subconsultants.
- Provide quality review of project products, as well as serve as a quality reviewer for other staff projects.
- Responsible for thoroughness, completeness, and accuracy of the staff team's work. Direct the work of junior staff (delegation, provision of constructive feedback).
- Meet budget and schedule requirements, develop creative solutions to budget or schedule problems, and help junior staff become more productive and efficient at work tasks.
- Manage project planning (fiscal, staffing, workflow), fulfillment of contracted responsibilities, identification of out-of-scope items, development of appropriate requests, and documentation.
- Conduct construction observation on projects, including submittals, site visits, and field reports.
- Prepare presentation materials for the client and agency presentations.
- Facilitate work sessions with the client and technical advisory and stakeholder groups.
- Organize and deliver a clear presentation, and plan and orchestrate a public meeting.
- Participate regularly in promotional activities, including client and project reconnaissance, and preparation of proposals (including forming proposal team, writing technical approach, and task and fee).
- Regular participation in professional speaking, writing, and teaching opportunities.
- Coach and mentor junior staff.
- Fill specialized office management roles and functions/collateral duties as may fit with project management skills and interests.

Skills Required:

- Advanced technical ability in design and/or planning areas.
- Self-directed, works easily with a diverse group of co-workers, clients, and consultants.
- Advanced critical thinking skills and ability to anticipate problems and develop strategies for resolving them.
- Advanced knowledge of construction materials and methods.
- Advanced interpersonal communication skills (written, oral, graphic), and ability to organize clear and logical presentations.

- Demonstrated high level of accuracy in your work, attention to detail, and responsibility/ownership of work products.
- Proficiency in current design software including AutoCAD, SketchUp, Adobe Creative Suite, MS Office, Bluebeam

Minimum Credentials:

- BLA or MLA degree from an accredited landscape architecture, planning, or urban design program.
- Demonstrated experience in progressively responsible positions on projects similar in scale to Wenk Associate's work at comparable firms.
- Live in or be willing to relocate to the Denver area.
- License in Landscape Architecture is a plus.

Salary Range: \$72,000 - \$90,000 commensurate of experience

NO PHONE CALLS PLEASE.

Qualified candidates, please email cover letter, resume, references (3), and portfolio/work samples (max 10mb) to candidate@wenkla.com.

Wenk Associates is an equal opportunity employer. We do not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.