

## Job Description: Design Phase Project Manager, Scheduling Expert

SWAP Integration, LLC. is seeking a part-time to full-time Design Phase Project Manager & Scheduling Expert to join our team. As a Design Phase Project Manager, you play a critical third-party role in overseeing and managing project schedules specifically during the design phase of a project. Working independently of the design team, you serve as a liaison between stakeholders, ensuring timely delivery of design milestones, managing expectations for each milestone, timing for interdisciplinary coordination, addressing potential hurdles or roadblocks in real-time for proactive risk management to keep the project on track.

### EDUCATION & EXPERIENCE REQUIREMENTS

#### 1. Educational Background

**Bachelor's Degree:** A minimum of a bachelor's degree in architecture, construction management, engineering, or a related field is required. *This foundational education provides technical knowledge essential for understanding architectural design processes, requirements, and construction standards.*

**Project Management, Lean Construction, or Six Sigma Certification (Optional but Preferred):** Certifications such as PMP (Project Management Professional), CAPM (Certified Associate in Project Management), CM-Lean (Certificate of Management - Lean Construction), or Six Sigma Green/Black belt can strengthen a candidate's project scheduling and workflow management skills, showcasing expertise in coordinating complex projects. *Familiarity with the Lean Construction Institutes Last Planner System's 'Pull Planning' approach is encouraged.*

**Technical Software Training:** Proficiency in project management software (e.g., Primavera, Microsoft Project), as well as architectural design tools (such as BIM, Revit, and AutoCAD), is highly valued. *Specialized training in these tools can often enhance workflow management efficiency and increase job market competitiveness.*

#### 2. Management Experience in Architecture, Engineering, or Construction Management

5-10 years of experience in an architectural, engineering, construction management, or similar role is expected. *This experience enables the manager to understand the technical aspects of design and construction, making it easier to sequence tasks, coordinate resources, and align workflows across teams.*

### KEY RESPONSIBILITIES

#### 1. Schedule Development & Workflow Management

- Collaborate with architects, designers, design consultants, contractors, owners, and project stakeholders to establish detailed schedules for each stage of the design phase  
*This includes arranging tasks in a logical sequence and identifying which design activities must be completed before others can begin. This might include finalizing initial concepts before moving to detailed design or obtaining client approval on preliminary layouts.*
- Develop project timelines, setting specific deadlines for milestones, approvals, and deliverables
- Establish clear task dependencies to prevent bottlenecks, such as ensuring that structural engineering inputs align with architectural plans before design details are finalized
- Regularly monitor and update the schedule to reflect progress and changes, keeping all stakeholders informed

#### 2. Coordination & Communication

- Serve as the primary point of contact for schedule-related inquiries, coordinating among architects, designers, design consultants, contractors, and project ownership
- Facilitate accountability meetings, to manage, document, and coordinate communication between teams to address scheduling conflicts, dependencies, and resource constraints
- Conduct regular check-ins and status updates to ensure all parties are aligned with the timeline

### 3. Risk Management & Contingency Planning

- Proactively identify scheduling risks, such as design revisions, regulatory reviews, or delayed decisions
- Help the design team to develop contingency plans to address potential delays, working with the team to provide alternative scheduling options to keep the design phase on track

### 4. Reporting & Documentation

- Set up automated emails, including progress updates, milestone completions, and variance analysis for stakeholders
- Document any adjustments to the schedule due to design revisions or client requests, ensuring transparency in project tracking
- Provide clear records of any delays, reasons for adjustments, and strategies implemented to mitigate schedule impacts

## KEY SKILLS & KNOWLEDGE

### 1. Scheduling & Project Management Software Proficiency

- Advanced skills in project management software, such as Microsoft Project, or specialized scheduling tools, and the ability to learn a new proprietary software
- Knowledge in Bluebeam Revu or other PDF documentation software
- Proficiency in Google Suite for internal team coordination and management

### 2. Understanding of Architectural Design Processes

- Knowledge of architectural and design processes, including phases such as programming, conceptual design, schematic design, design development, and construction documentation
- Familiarity with design-specific milestones and deliverables and their typical timelines

### 3. Stakeholder Management & Coordination

- Strong skills in coordinating with diverse teams, including architects, engineers, design consultants, contractors, and owners to ensure all stakeholders are aligned
- Proficiency in managing third-party relationships, keeping the project on schedule without direct design oversight

### 4. Risk Assessment & Contingency Planning

- Ability to assess potential risks to the design schedule, including regulatory review times, client approval processes, and known long-lead times
- Skilled in contingency planning to create alternative scheduling solutions that ensure on-time delivery

### 5. Strong Communication & Reporting Abilities

- Excellent verbal and written communication skills for regular updates to stakeholders
- Expertise in documenting and communicating schedule changes and their impact on project timelines

## SOFT SKILLS

- Leadership and team management to inspire and guide multidisciplinary teams
- Communication skills to effectively communicate with clients, contractors, and design team members
- Attention to detail to track every aspect of the design phase and ensure alignment with the timeline
- Proactive problem solving for identifying and addressing scheduling conflicts before they escalate
- Time management to prioritize schedule management across multiple projects as needed, working within established constraints for each activity
- Adaptability to accommodate evolving project requirements or changes from stakeholders
- Self-motivated to work independently and remotely, while effectively communicating with your teammates

## COMPENSATION

1. **Hourly Rate:** This role offers a competitive hourly rate of \$48 to \$72 per hour, with potential for higher rates based on experience, certifications, and specialized technical skills.

Part-time hours are established based on project-specific meetings, ranging between 15–25 hours per week, depending on project needs.

Part-time hours may expand to full-time as the business grows. If new projects are secured through personal referrals, it's expected that the individual who brought in the project will also work the hours needed to see it through to completion, adding to the hours per week.

2. **Commission on New Projects:** Commission is available for new projects introduced or brought in through personal referrals or business development efforts.

Commission structure is typically based on project scope and could range from 5-10% of the project fee, with specifics negotiated on a project-by-project basis.

*For a part-time Design Phase Scheduling Manager role, this job offers hourly compensation with additional commission opportunities tied to project acquisition. This position is \*at-will\* and contract-based, meaning employment is contingent on active project contracts and may be adjusted depending on project timelines. Flexibility is essential, as projects may experience delays or accelerate unexpectedly. While travel may be required for certain projects, it remains optional based on the manager's availability and preferences.*

*As this is a part-time, contract-based role, it does not include health insurance or other traditional benefits. This position is ideal for a project scheduling professional with strong skills in coordinating architectural design timelines, effectively managing the design phase schedule, and supporting smooth transitions into subsequent project phases. The role is perfect for individuals seeking part-time hours with the potential for supplementary commission-based income.*

## SUBMISSION REQUIREMENTS

If you are interested in this exciting role, please send your resume package to [hbemis@swapintegration.com](mailto:hbemis@swapintegration.com). Include the following with your submission:

- Professional resume
- References
  - *Written testimonial and/or*
  - *Contact information*
- Top 5 Clifton Strengths (if available)

**We look forward to hearing from you!!**