



PROJECT MANAGER

Company: Systems Design International, Inc.
Location: Greenwood Village, Colorado
Hours: Full Time, Monday through Friday
Benefits: Full Benefits after 90 Days
Contact: info@sdiconsulting.com

SYSTEMS DESIGN INTERNATIONAL INC (SDI) is a consulting firm that designs Food Service and Laundry and Back of House (BOH) Facilities in the hospitality, health care, correctional, educational, public assembly business and industry systems among other facilities. Our clients consist of owners, operators or design architects or public organizations. Our services include Needs Assessments, Predesign Services and Programming, Schematic Design, Design Development, Construction Documents, Bid Evaluation and Construction Administration.

Requirements:

- Extensive knowledge of a commercial kitchen and laundry design
- Exceptional verbal and written communication skills
- Strong attention to detail
- Flexibility to travel frequently

Key Responsibilities:

Manage a project to meet contractual agreements, client goals, and project schedule through the following tasks:

- Provide open communication with the design team, client, and operator on the project.
- Identify any obstacles or project related issues with laundry or foodservice and provide solutions that meet client needs as well as code compliance.
- When necessary conduct equipment inventory and determine existing equipment's reuse.
- Space program coordination and validation.
- Gather all technical equipment cut sheets (with accessories), integrated system details and custom fabrication details.
- Attend all coordination meetings and design workshops.
- Manage schedule and coordinate all production work with the Director of Production throughout the design process.
- Manage budget and project hours weekly to meet billing and project schedule.
- Uphold SDI client confidentiality and non-disclosure agreements.
- Provide quality assurance review with Director of Production on all produced documents.
- Coordinate all aspects of the project implementation from procurement to site evaluation.
- Conduct shop drawing review, site visits, and punches based on contractual agreements.