



HEALTHCARE ARCHITECT AND PROJECT MANAGER

Levels I and II

As a Healthcare Architect and Project Manager, you will lead a variety of Healthcare projects, including hospital, clinic, and medical office buildings, through all phases of development.

You will direct the project team and manage overall project quality, financial performance, project schedules, and internal and external communications. You will be responsible for developing client relationships, securing new projects, managing client communications, and navigating difficult client issues.

As a Healthcare Architect & Project Manager, you must demonstrate professional skill, high standards, sound judgment, and professionalism. You will pass knowledge to others and support a continuous learning environment, contributing to the firm's sustainable legacy.

ROLE & RESPONSIBILITIES

ESSENTIAL FUNCTIONS

Project Management

- Develops or assists in the development of project fees, budget, and scope of services during the marketing and contract development process.
 - Assists with consultant fee negotiation, and the preparation and execution of consultant contracts.
 - Ensures budgets provide for Quality Management throughout the project lifecycle.
- Ensures document delivery/project completion on time and within budget by:
 - Setting, monitoring, and adjusting project schedules with achievable milestones; based on input from the client and project team.
 - Preparing and maintaining project work plans and RPCs.
 - Managing financial functions of each project, ensuring that labor and expenses are spent according to budget.
 - Monitoring and acting quickly on budget deviations (hours and/or dollars) and additional services opportunities.
- Maintains continuous open communication among client and firm team members from project inception through construction phase, including:
 - Keeps project principal-in-charge (PIC) apprised, on a weekly basis, of project status and needs in order to resolve project-related technical problems and to project-related personnel issues.
- Coordinates with and manages discipline consultants, internal and / or external, through the duration of a project.
- Manages project using firm's current project management software including developing work plans, budgeting, scheduling, etc.



People Management

- Fosters and maintains collaborative professional working relationships with project teams.
- Manages project staff throughout the project lifecycle, understanding the strengths and areas needing improvement, and providing resources to supplement skillsets as needed.
- Reviews interim work products/submittals and providing needed feedback regarding accuracy, completeness, and value.
- Holds accountable, all project team personnel, to the requirements of the Project Management "non-negotiables" as outlined in the PM Manual, including Quality Assurance (QA) and Quality Control policies and procedures. Client Management
- Develops supportive staff relationships, providing mentoring and on-the-job coaching, and reviewing project-based performance, with the goal of developing technical proficiency of team members.
- Provides feedback to staff supervisors and senior management on staff performance, and makes recommendations for promotions, development needs, and/or corrective action.
- Defines staff requirements for projects, collaborates business unit leadership to ensure projects have needed technical and professional resources, and ensures that assigned resources maintain adequate workload to maximize utilization.
- Provide support for the technical career progression of staff and encourage professional development towards licensure.
- Participate in the recruitment and retention of business unit's talent.

Technical Development

- Responsible for the architectural design and development of a project from schematics through construction administration.
 - Functions as discipline team leader, overseeing project team members within the discipline.
- Leads building design efforts, conceptualizing a design from both a functional and aesthetic perspective in alignment with client's requirements, project budget, and scope.
 - Develops creative and functional architectural designs that incorporate evidence-based design principles, patient-centered care, and operational efficiency.
 - Collaborates with project team, including internal and external architects and engineers, to plan layouts of projects and integrate various elements into a unified design for client review and approval.



- Develops designs through various methods to express design intent and communicate to project team, client and other stakeholders.
- Evaluates and selects building systems and materials to ensure compatibility with the design intent, sustainability best practices, and client requirements.
 - Conduct material and product research as needed
- Ensures project adheres to California Building Code and other regulatory requirements, specifically those unique to the healthcare environment and requirements established by California's Department of Health Care Access and Information (HCAI).
 - Coordinates with relevant authorities and agencies as needed.
 - Prepare and document required code research for assigned projects.
- Document interpretation and submittal reviews during bidding and construction administration.

Client and Business Management

- Maintains client relationships throughout the project lifecycle, keeping clients apprised of project progress on a regular basis.
- Initiates and maintains contact with key client representatives for clarification, coordination, and negotiation of critical issues.
- Consults with client to determine function and spatial requirements, and prepares information regarding design, specifications, materials, color, equipment, estimated costs, and construction time.
- Identifies new business opportunities while developing current client relationships; listens for and seeks out new projects which may exist or are being formulated.
- Participates in selected marketing and business development opportunities, working closely with marketing staff in SOQ / RFP preparation.
- Be an advocate for the TETER brand – Be proactive in presenting and communicating the capabilities and strengths of the firm to external organizations, professional associations, etc.

OTHER FUNCTIONS

- Maintain strong professional relationships with clients, consultants, contractors, and regulatory agencies (i.e. HCAI, PG&E, City and County, etc.)
- Accept responsibility for giving, seeking, and acting on feedback needed for personal career development and peak professional performance.
- Work in a Job Captain role when deemed necessary by the workload or as required based on the fee magnitude/size/complexity of project.
- Additional duties as assigned.



SUPERVISORY RESPONSIBILITY

- Job Captain(s) and technical/production staff

QUALIFICATIONS

SKILLS & ABILITIES

- Healthcare-Specific
 - Advanced knowledge of the California Building Code and agency regulations, specifically California's Department of Health Care Access and Information (HCAI, formerly OSHPD).
 - Strong understanding of general healthcare industry regulations, codes, and standards (e.g., FGI Guidelines, HIPAA).
 - Space and equipment planning knowledge and experience preferred.
- General Architecture
 - Strong knowledge of architectural design, trends, sustainability, integrated design, and LEED guidelines.
 - Advanced knowledge of architectural building systems, constructability, materials, and industry associated standards.
 - Proficiency in programming and construction administration.
 - Thorough knowledge of Building Information Modeling (BIM) and Integrated Project Delivery (IDP).
- Project Management
 - Thorough understanding of project work plans, schedules, staffing, and budgets.
 - Ability to manage multiple projects of a complex scope simultaneously, meeting deadlines and budget requirements.
 - Ability to create and maintain strong client relationships.
- Other
 - Exceptional written and verbal communication skills, and the ability to collaborate with staff at all levels of the organization.
 - Capable of traveling to and from project sites for attending client, project, and construction meetings.
 - Ability to access existing and new project sites for observation, investigation, and evaluation purposes.
 - Technically proficient in software applications including:
 - REVIT and AutoCAD required
 - Microsoft Office required
 - Project Management software required; Deltek Vantagepoint preferred.

LICENSE(S) & EDUCATION

- Bachelor's degree in architecture, engineering, construction or related field, or equivalent combination of technical training and/or related job experience.



- Professional license as a Registered Architect or Professional Engineer in the State of California or the ability to obtain license within 12 months of hire.

EXPERIENCE

- Experience managing healthcare projects, preferably those under the jurisdiction of California's Department of Health Care Access and Information (formerly OSHPD):
 - Level I – 3-5 years
 - Level II – 5-8 years
- 10 or more years of overall architectural experience including experience passing work down to, and directing or managing support staff

CORE VALUES AND COMPETENCIES

All staff are expected to demonstrate TETER's core values, our **BEs**, and their associated everyday behaviors, as described below.

BE EXCEPTIONAL – High Performance

- Commit to the relentless pursuit of maintaining highest professional standards, never sacrificing quality
- Innovate by trying new ways of doing things and improving every day
- Own what you do with a sense of urgency and empower each other to do the same
- Engage in hiring and retaining the 'best and brightest' talent
- Act from core values of fairness, honesty, integrity, helping others, building goodwill, building respect for firm and individual staff

BE PROFESSIONAL – Act with Professionalism

- Be honest by telling the truth and keeping your word
- Be fair by using your influence appropriately
- Be objective by making decisions based on TETER's interests
- Be humble by accepting your limitations, appreciating other's contributions, and listening more than you talk
- Be respectful to yourself, your team, and your client

BE INSPIRATIONAL – Commitment to Staff

- Value and recognize the contributions of every staff
- Model a positive example as we pursue high expectations
- Treat all staff as dedicated, motivated professionals committed to TETER's success
- Encourage staff to sustain a healthy work-life balance
- Communicate by listening to all staff and sharing ideas and information

BE CONNECTED – Service to Our Clients, One Firm-Firm

- Serve clients by making their needs our top priority, not professional ego
- Build long-lasting relationships, not portfolios
- Work as A+E team by helping each other and asking for help
- Trust yourself, your A+E team, and your client
- Give to the local community in ways that connect us to our clients



In addition to the above core values, there are core competencies that all staff must demonstrate to be successful at TETER. These core competencies include the following:

Accountability

- Acknowledges and accepts personal responsibility for decisions and actions
- Ensures work responsibilities are covered when absent
- Keeps commitments and completes tasks on time

Adaptability

- Adapts to changes in the work environment including delays or unexpected events
- Able to change approach or method to best fit the situation
- Reacts well under pressure

Collaboration

- Seeks input and feedback from others whose experience and recommendations vary
- Possess the courage to speak up, ask questions, and trust the professional skills of others
- Co-create solutions to problems, seeking what's best for the team and firm, not credit for yourself

Communication

- Listens actively and gets clarification
- Gives and receives feedback openly; implements constructive criticism into resolution
- Responds timely to internal and external customers

Quality Management

- Be aware of strengths and weaknesses, seeking cold-eye reviews from others who have complementary strengths and weaknesses
- Demonstrates accuracy and diligence, and always review own work prior to submittal
- Follows established policies and procedures

Self-Management

- Prioritizes and plans work activities, using time efficiently
- Consistently on time to work, meetings and appointments
- Follows instructions, responds to management direction

PHYSICAL REQUIREMENTS

May require the ability to sit for long periods of time, stand, walk, and manipulate (carry, lift, move) light to medium weights up to 25 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard, operate technical equipment, read technical information, and to analyze complex data, as well as, good hearing and speaking abilities to exchange information on the phone or in person.



ADDITIONAL INFORMATION

WORK ENVIRONMENT

Duties and responsibilities are generally performed in an office setting with occasional travel to conduct business including but not limited to visits to project work sites, off-site meetings, and/or work-related errands. Visits to project work sites may involve climbing ladders, walking on roofs, and following job site safety policies. Typically, the workweek is Monday through Friday, between the hours of 8:00 am and 5:00 pm. Overtime and weekend hours may be necessary at times.

DISCLAIMER

This position description is designed to indicate the general nature and level of work performed by employees assigned to this position. This is not a comprehensive inventory of all duties, responsibilities, and qualifications. The duties, responsibilities and qualifications contained within this position description may vary among individuals within the same position based on the operating requirements of the business unit and the firm.

EEO STATEMENT

TETER, Inc., is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, sexual orientation & gender identity