

**LANDSCAPE ARCHITECT / DESIGNER
PROJECT MANAGER | NAPA | SACRAMENTO**

vTA is seeking a full-time Landscape Architecture Project Manager. This position is open at two of our office locations in Napa and Sacramento.

Established in 1992, vTA is a creative and highly energetic firm that prides itself in its collaborative environment. Our portfolio includes sustainable and master-planned communities, model homes, retail/commercial, destination hotels, urban infill/podium developments, parks, and more.

Ideal candidates will have the right combination of personal, professional and technical communication skills to collaborate with clients, staff and consultants at different stages of each project. We are looking forward to having a creative and positive individual join our team in creating innovative design solutions for our clients!

RESPONSIBILITIES

- Assist with the development of the project program, overall project schedule/timeline and in-house construction budgets.
- Project design and collaboration.
- Assemble resource data; ie., existing drawings, details, etc.
- Set up and maintain CAD project files.
- Research local codes and submittal requirements.
- Attend consultant meetings as required.
- Aid with submittals to local/state/federal agencies.
- Provide assistance with completion of work per project schedule.
- Respond to inquiries during bidding.
- Prepare and distribute addenda.
- Research as needed proposed changes and Contractor inquiries.
- Research technical or contract document questions.
- Visit job site to observe project installation for conformance.
- Assist Associates and Sr. Project Managers in organizing, coordinating, researching information, code analysis and troubleshooting.

EDUCATION / EXPERIENCE REQUIREMENTS

- Degree in Landscape Architecture from an accredited 4-year university program.
- 2-5 years of design office experience.
- License preferred but, not required.

PROJECT MANAGER

vanderToolen • Associates



LANDSCAPE ARCHITECTS

KEY KNOWLEDGE / SKILLS

- Required experience with AutoCAD, Adobe Creative Suite, and Microsoft Office.
- Keep current on the "state of the art" in their design specialty through review of periodicals and continuing education.
- Excel at graphic and rendering abilities.
- Superior written and oral communication skills for Client/Consultant interface.
- Sufficient knowledge of irrigation design and construction details.
- Additional proficiency in Sketch-up, Lumion, Land FX, rendering abilities as well as, a sense of humor would be highly desired.

BENEFITS

- Flexible work schedule.
- Medical, dental and vision coverage.
- Bonuses, 3% matching 401K plan and profit sharing.
- Personal time-off, paid holidays and sick leave.
- Paid holiday time between December 25th and January 1st.
- Licensure incentives and support.
- Continuing education.
- Starting salary range: \$62,000-\$72,000, depending on experience and qualifications.

HOW TO APPLY

Please email resume with the position name and location, work examples, and introductory/cover letter in PDF format to: information@vandertoolen.com or use our online application form on our website: <https://vandertoolen.com/careers>

vTA is currently offering a \$2,000 signing bonus, offered upon completion of 90-day probationary period. Apply now!