



Position / Title
Reporting to
Last updated

Architectural Project Manager
Design Manager
October 2026

Focus

The Architectural Project Manager will manage a team of designers' day-to-day delivery across multiple concurrent projects, serving as the primary client contact while directing the work of the Design Technologists who produce the drawings. This role combines team leadership and proactive client management, including setting expectations, maintaining clear communication, guiding decisions, and resolving concerns. The Architectural Project Manager ensures every project moves smoothly from preliminary design through construction while upholding the accuracy and professionalism clients expect from Three Way Builders.

Overall Outcomes

Lead and review Design Technologists to deliver accurate, code-compliant, construction-ready drawings that meet client requirements across multiple concurrent projects. Strengthening client relationships through clear, responsive communication, while fostering a collaborative team that develops technical skills and keeps projects on schedule and within budget.

RESPONSIBILITIES

- Serve as the primary point of contact for clients and the design team on assigned projects, ensuring their expectations are understood and met throughout the design process.
- Provide day-to-day guidance, technical direction and mentorship to Design Technologists, and evaluate their deliverables and assist the Design Manager with their performance evaluation
- Review, markup and approve design drawings produced by the design team before they go to clients, estimators, or the onsite crew.
- Visit job sites with design techs as needed to compile measurements and verify field conditions.
- Clearly document the project's scope, including all inclusions and exclusions identified during the design process, to support complete and accurate pricing.
- Coordinate civil, structural, electrical, and mechanical drawings with consultants, ensuring they are properly integrated and stamped in a timely manner.
- Analyze building codes, by-laws, and site and technical requirements to ensure the design process reflects current legislation and standards.



- Attend construction site meetings as needed with the Project Managers and Site Supervisors to confirm builder compliance with design intent, drawings, specifications and answer questions.
- Present drawings and 3D renderings to clients to give them a comprehensive review of the designs at key milestones.
- Participate in design meetings and provide input to optimize designs and minimize rework.
- Regularly report project and team progress to the Design Manager.
- Maintain thorough documentation of design processes and project files.

Requirements

QUALIFICATIONS

- A bachelor's degree in engineering or architecture, or a diploma or degree in engineering and construction technology from a technical college, is considered an asset.
- Minimum 5 years of design/drafting experience, including experience leading, mentoring or coordinating the work of others.
- Valid Driver's License.

SKILLS

- A good understanding of AutoCAD/Revit, Bluebeam and Microsoft applications. (Word, Excel, Outlook, OneNote and Project)
- In-depth knowledge of all aspects of a construction project.
- Experience leading or coordinating a team, with the ability to provide constructive feedback and mentorship.
- Ability to work within a multi-disciplinary team including but not limited to mechanical, electrical , structural and civil professionals.
- Strong organizational skills, technical competence and attention to detail.
- Ability to read and interpret documents such as data sheets, shop drawings, specifications and contractual documents to match project intent.
- Excellent interpersonal, verbal and written communication skills
- Able to use Bluebeam for PDF markups
- Building and design experience with commercial, institutional and residential projects considered an asset.



PERSONAL ATTRIBUTES

- Demonstrates our company values.
- Able to manage multiple concurrent projects and handle tight deadlines while upholding quality and excellence under pressure.
- Proven experience collaborating with and leading people with different personality types.
- Creative and innovative, with an eye for design and constructability.
- Leads by example, is committed to excellence, and empowers team members to meet realistic goals.
- Team oriented, with a collaborative and mentoring approach.

Please submit your resume and cover letter to Tegan Tardiff, tegantardiff@threewaybuilders.com. Only those selected for an interview will be contacted.