

AEW Career Opportunity

ARCHITECTURE & ENGINEERING Project Manager

Location: Boston

Responsibilities

- Oversee development projects of various size and scale and directly manage multiple complex redevelopment and capital expenditure projects, ensuring adherence to the firm's brand and quality standards.
- Understand project complexities, timelines and status for various size and scale projects; anticipate, mitigate, and resolve issues and conflicts that arise during the development process.
- Perform initial property visits to identify key elements of candidate properties.
- Incorporate AEW's Environmental, Social and Governance policy into all aspects of the job; at the corporate level in the office helping us maintain our WELL certification to the property level with initiatives to decrease the energy, water and waste.
- Engage consultants during Due Diligence for the commission of Property Condition Assessments (PCA's), Environmental Site Assessment (ESA's) and Energy Audits or LEED Gap Analysis, to produce third party reports in connection with proposed acquisitions, developments, and equity investments.
- Prepare a summary memo to the Investment Committee detailing the results of the third party reports for inclusion into the final investment book. Attend meetings, including Investment Committee meetings, to provide input and clarification as appropriate.
- Inform the A&E Group Manager and investment staff about key technical features and areas of concern for the proposed investments.
- Assist AEW's acquisition team in evaluation of development proposals for new construction projects. These activities may include evaluation of the A&E designers, general contractors, and JV developer, as well as assessments of technical reports, construction drawings, schedules, budgets and other associated documents.
- For development projects or major renovation/repair projects, engage a third party consultant to perform a document and cost review and ongoing oversight appropriate to the scope and complexity of the project.
- Visit development projects regularly, as set forth with the Acquisition and Asset Management team.
- Review monthly draw requests, schedule updates, budgetary items, general contractor updates, etc associated with the construction project to stay apprised of the potential issues affecting the cost, schedule, or expected finished product. Keep Asset Managers informed of all major concerns and status of the projects.

- Assist with the evaluation of green certifications for new construction and re-certifications for existing buildings.
- Assist in the development and evaluation of capital expenditure plans, and assist with the implementation and oversight of renovations of maintenance requirements within capital expenditure plans.
- Assess improvement plans for existing buildings in connection with feasibility, reasonableness and affordability.
- Work with Asset Managers to help communicate energy efficiency measures and social engagement at the property level. This may be through property manager suggestions, from an energy audit, or from our sustainability consultant.

Skills/Experience Required

- BA/BS in Architecture, Engineering or Construction Management.
- AIA or PE license or candidate for either.
- 5-10 years of hands-on construction, architectural, physical due diligence or similar experience.
- Thorough knowledge of construction of all types of commercial buildings (multifamily, office, retail, industrial, hospitality, and assisted living).
- Ability to travel several times a month; often weekly.
- Demonstrated ability to communicate effectively with stakeholders at all levels and a wide range of functions.
- Experience working on a small, close knit team.
- Ability to exercise good judgement and operate independently as a representative of AEW's interests.
- Willingness to engage senior level team members and seek input on complex matters.
- Strong attention to detail.

To apply for this position please e-mail your resume to Jobs@aew.com

AEW Capital Management is an equal opportunity employer.