



Position: Planner/Programmer – Houston, TX

We are looking for a qualified Planner/Programmer to assist with our planning/programming practice and provide project management services. This position is based in our Houston, TX office. Qualified candidates must have seven (7) or more years of recent experience providing planning and programming services, preferably for higher education clients.

MOCA Systems, Inc. provides innovative program and construction management services to clients around the world using MOCA's advanced technology. Established in 1999, MOCA is a leading owner's representative firm providing program and project management services nationally. We embrace a vision to help our clients transform the way their complex projects are planned, designed, built, and managed.

Qualifications you will have if you are a great candidate:

Minimum Required Experience:

- Bachelor's degree in architecture, engineering, planning or related field required. Architectural degree preferred
- 7+ years of recent experience in planning, programming and developing large, complex facilities, preferably for higher education clients
- A broad base of experience with planning, programming, construction administration and project management and strong building construction knowledge
- Experience working with an estimating team to review their estimates for work programmed
- Time management
- Contract negotiation, client relationship development, project management, AutoCAD, budget management

Preferred Skills and Experience:

- Higher Education planning
- Excellent writing skills
- Excellent presentation skills
- Project Management
- AutoCAD proficiency
- Revit or Sketch up
- Professional registration
- LEED AP

Job Duties:

- Preparation of program of requirements for clients – primarily higher education but may include others such as capital buildings, courthouses, government facilities, etc.
- Assists the client in determining goals and objectives for their facilities through a clear programming process
- Assists in the production of the program for clients
- Provides guidance to carry out the goals and objectives of the project and communicates with team members in a timely manner



- Participates in marketing proposals and interviews
- Prepares alternate design solutions for consideration based on client's long-range plan during the planning and phases
- Assists members of the team with schematic design phase and is responsible for all functional aspects of the proposed solutions
- Provides room and departmental layouts and assists in the selection of building systems.
- Assists in the evaluation of existing facilities
- Performs other duties and assume other responsibilities as assigned or apparent.
- Work with team estimators to develop program estimates
- Work with client representatives throughout programming procedures, lead charrettes and present findings
- Coordinate team activities and owner meetings
- Provide construction administration by monitoring construction results compared to drawings and specifications and assist with resolving design/construction problems
- Maintain project information and communicate status and deadlines to project team
- Update professional knowledge by maintaining licensure, participating in educational opportunities, writing white papers, presenting at conferences, maintaining personal networks, and participating in professional organizations
- This position may require drawing at the schematic level only

Please visit our website www.moca-pm.com for more information about career opportunities at MOCA Systems.

For immediate consideration, please send Resume, Cover Letter, and Salary History Requirements to Resumes@mocasystems.com.