
Project Architect

Reports to: Project Manager

FLSA Status: Full-time, Exempt, Salaried

EEO Category: Professional

SUMMARY

Registered architect responsible for all phases of the architectural process on a project.

KEY FOCUS AREAS

- Mentor lesser experience and/or unlicensed technical team members
- Applies sound architectural and/or design techniques, methodologies, and principles to project approach
- Works independently on all projects varying in size and scope

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Independently evaluates, selects and applies architectural techniques, procedures, and modifications.
- Responsible to develop approaches to achieving specified objectives including the investigation of many variables.
- Performs architectural assignments after receiving general instructions and project scope from the Project Manager.
- Works directly with Project Manager to select and recommend procedures.
- Develops preliminary designs.
- May supervise Intern Architects, Senior Intern Architects and be assisted by Interior Designers or Marketing staff.
- Must understand all codes and be able to produce a complete set of construction documents including written specifications.
- Responsible to coordinate with outside consultants including engineers.
- Coordinates construction administration with construction managers/administrators and reviews shop drawings
- Runs and coordinates job meetings assuring that all meeting tasks are assigned and completed
- May assist Project Manager(s) with preparation of cost and quality estimates.
- May be requested to attend networking functions, and assist Team Leaders in acquiring new business.
- Other duties as assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Ability to communicate effectively both in written format and oral presentation.
- Ability to multi-task and establish priorities.

- Ability to maintain organization in a changing environment.
- Exhibits initiative, responsibility, flexibility and leadership.
- Possess a thorough knowledge of contract administration and office procedures.
- Ability to use extensive working knowledge of all paperwork procedures necessary to complete the documents necessary for architectural contracts.
- Ability to use working knowledge of all consultant work to maintain efficiencies and meet deadlines. Possess an in depth understanding of the basics of most building systems.
- Proficiency in Auto/CAD (Revit/BIM a plus) and Microsoft Word, Excel, and PowerPoint.

CORE COMPETENCIES

- Develop Preliminary Designs
- Building Codes
- Specifications
- Cost, Quality, and Time Estimates
- Project Management
- Design and Construction Documents
- Project Management

EDUCATION

Bachelor or Masters Degree in Architecture from an accredited university/college.

EXPERIENCE

Minimum of Five years of architectural experience with at least one year running projects.

CERTIFICATES, LICENSES, REGISTRATIONS

Professional architect registration in the USA.

LEED® Designation required within one year of hire.

PHYSICAL DEMANDS

While performing the duties of this job the employee is regularly required to talk or hear; is frequently required to stand, walk, use hands to finger/handle/feel, reach with hands and arms; frequently required to sit, balance, stoop, kneel, bend, and crouch; occasionally lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

SUCCESS MEASURES

- # of change orders due to errors/omissions
- Teamwork
- Responsiveness
- Deadlines Met
- Customer Satisfaction