

Project Architect

The primary focus of the Project Architect is completing one or more projects efficiently and profitably, in a manner consistent with firmware standards. He/she has possession, authorship and full responsibility for the documents produced by the office and full in-house responsibility for the consultant's documents.

The Project Architect must be able to develop all the required documents for the project from conceptual design through construction documents and possess building knowledge and product knowledge with technical and problem-solving skills.

This is an experienced architect with responsibility including client interface and directing the work of others. Position receives general direction from the principal-in-charge and works closely with project manager and other staff.

Typical Work:

1. Participates with PM in creating project schedule/milestones/deliverables.
2. Understand firm's and our consultants' contractual obligations, limits, and scope for the project.
3. Schedules individual tasks for the firm's project team and consultants.
4. Budgets and monitors the hours established for each phase by staff level.
5. Responsible for the day-to-day activities of generating the documents, drawings and specifications.
6. Makes task assignments to architectural technicians.
7. Supervises and reviews the work of in-house technical support.
8. Supervises the flow of information and decisions from the PM to the technical support staff.
9. Communicates with Clients, Contractors and Consultants.
10. Conducts design meetings with Consultants.
11. Conducts design meetings with Clients.
12. Conduct code review meetings with appropriate officials.
13. Attends jobsite meetings and observation visits
14. Assures project files and documentation are maintained.
15. Monitors project progress and informs PM when performance deviates from established plan.
16. Reviews project progress with PM on an ongoing basis.
17. Establish/maintain relationships with clients, contractors, consultants, etc.
18. Develop area(s) of technical expertise.
19. Uses cell phone/email/voice mail efficiently and effectively for the benefit of the project, Client and office.

Job Requirements:

This position requires a B.S., B.A. or master's degree in architecture or related field. At least six (6) years of experience as a project architect. An architecture license is required. Ability to lead project team, and to build and maintain client relationships are required.

Other Requirements/Working Conditions:

Ability to work in an office environment and on a computer for several hours at a time. Ability to meet with clients on- and off-site. Travel may be required.