

J O B P O S T I N G

DESIGN ARCHITECT

Reports to

Vice President of Operations

Purpose of Position

This position exists to lead, facilitate and coordinate the planning, programming, architectural and engineering design services on assigned projects from project analysis to completion for the company.

Operations and Financial Decision Making Authority

No other staff report directly to this position; however, this position does lead and coordinate activities and reviews the work of architectural, structural, mechanical and electrical staff as well as any outside consultants. This position has no direct operating budget authority. However, it is involved in the project budgeting process by providing input and monitoring project expenditures as appropriate.

General Duties and Responsibilities

The following duties are normal for the position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

1. Performs various project coordination duties: assists Project Manager and Senior Planner in project analysis, planning, programming, site analysis and establishing project goals and objectives; coordinates the design activities of all professional disciplines assigned to the project; assists in identification of the client's expectations for cost, schedule, quality and design intent.
2. Various design-related duties: leads (or assists the Project Designer) in the conceptual, schematic and design development of the project; serves as a professional point of contact for the client during the design process; provides Project Manager with input in establishing and monitoring the project budget (fee and project cost) and schedule; assists in the preparation of design deliverables and review packages; coordinates the work of the Job Captain, Interior Designer and other design related team members.
3. Leads the entire design process from a "design" standpoint; documents critical owner directives and design decisions; maintains the project files. Leads the design team in the determination of Form, Function, Economy and Time goals, as well as technical aspects of the project.
4. Assists with the preparation of construction documents including drawings, specifications and reports; leads the authoring of project specifications; coordinates allowances and alternates in the specifications. Assists in the preparation of construction documents - maintains the information flow to the Job Captain; assures the construction documents accurately reflect the contract scope and design intent; reviews construction documents regularly to ensure design intent, accuracy and completeness; coordinates all information received from owner and vendors; performs code review for the project; coordinates building code review and approvals with appropriate agencies (with the Project Manager); conducts design reviews with the client; represents the Architect of Record; assists Project Manager in determining bid document and construction requirements; participates in all project meetings.

5. Maintains client contact from early Planning through the construction document phase (the Project Manager serves as the prime client contact throughout the entire project; however, the client must have free and direct access to the design architect); communicates all design directives to the project team; serves as the liaison between the client and the project team on all design related issues; guides owner representatives, their outside consultants and their resources as necessary.
6. Assists with construction coordination: participates in project team meetings; attends construction meetings with the Construction Administrator (and/or Project Manager) as necessary; monitors proposed changes with the Project Manager and project team; reviews and approves shop drawings as necessary; assists Project Manager and/or Construction Administrator in resolving problems and answering questions and in punch-out and establishing substantial completion.
7. Communicates detailed cost control information to the Project Manager; is aware of budgetary impacts for each project as assigned; communicates issues, both good and bad, to the appropriate individuals.
8. Assists in project closeout procedures: purges project files of unnecessary drawings and sketches; ensures a complete and thorough project file from an architectural standpoint.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Science (with Major in Architecture) or Bachelor's of Architecture with ten to fifteen years' relevant work experience to include coordination of multiple projects, or any combination of education and work experience that provides equivalent knowledge, skills and abilities. Architectural Registration is required. Experience in the design and construction of facilities related to Corporate/Commercial, Manufacturing and/or Justice facilities is highly beneficial.

Skills

Strong computer aptitude to include a basic knowledge of computer-aided drafting (Autodesk Revit), Microsoft Office applications, graphic design software and other features of a personal computer.

Ability to create construction documents, details and the technical aspects of building projects; review construction documents for accuracy and appropriate applications; ability to author technical specifications using MasterSpec software.

Ability to work with modest supervision and guidance.

Ability to organize and prioritize personal workload and make necessary adjustments to meet strict deadlines. Must be results oriented and milestone driven.

Strong organizational, negotiating and interpersonal skills.

Strong communication skills to facilitate close work with clients, field personnel, and internal staff in achieving deadlines and quality work.

Intimate knowledge of building codes, regulations and requirements.

Ability to guide and supervise the work of others in a respectful fashion.

Team player attitude; caring; demonstrates respect for others.

Thorough knowledge of building materials and construction methods; knowledge of procedures and sequencing of construction documents.

Understanding, appreciation for, and compliance with company standards, policies and procedures.

Ability to add, subtract, multiply and divide; perform calculations using fractions, decimals, and percentages; perform algebra, geometry and trigonometric calculations.

Ability to make independent decisions within a general framework.

Well-developed analytical and problem solving skills. Ability to apply logical steps toward problem solving.

Physical Requirements

Ability to operate a variety of standard office equipment such as a computer, telephone, printer, plotter, photocopy machine and calculator.

Ability to move around construction sites in various stages of development from excavation to completion and beyond.

Environmental Adaptability

Work is performed in an office setting and in the field.

Air and vehicular travel could be regular at times; the majority of work is regional and travel by automobile is common.

Job site monitoring may be performed in various weather conditions.

Activities may be necessary outside of the normal office hours depending on workload, schedules and client geographical location.

END POSITION DESCRIPTION