

Job Title: <b>Project Architect / Project Manager</b>	Date: <b>2/1/2017</b>
Position Reports To: <b>Managing Principal</b>	
FLSA Status: <b>Exempt</b>	

**Job Summary:** The Project Architect/Project Manager has full responsibility for managing all aspects of multiple projects. Responsible for the coordination of all project efforts, administrative and technical, to assure the most efficient and cost effective execution of assigned projects. Serves as the primary client liason to bring the schedule; budgets and scope of work to completion and to the client's satisfaction. Actively manages client's construction budgets, schedules, and programs; project communications and documentation.

**Essential Duties and Responsibilities:**

- ▲ Project Design Administration
  - Code search
  - Field surveys – preparation and coordination of
  - Schematics – preparation and coordination of
  - Design development – preparation and coordination of
  - Permit & Construction Drawings – preparation and coordination of
  - Finish Selections – preparation and coordination of
  - Communication with project client, engineers and consultant
  - Manage workload of Project Assistants for project
- ▲ Project Construction Administration
  - Communication with project client, engineers, consultants, contractors and sub contractors
  - Processing and review of shop drawings
  - Processing and developing responses to RFI's
  - Performing construction site visits
  - Reviewing contractor certificate for payment
  - Reviewing contractor change orders
- ▲ Maintain projects within budget parameters
- ▲ Supervising and participating in the drafting of documents
- ▲ Manage duties and responsibilities of direct reports
- ▲ Other duties as assigned by supervisor.

**Supervisory Responsibilities:**

Project Assistant  
Senior Project Assistant

**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 the essential functions.

- ▲ Proficiency in AutoCad, MS Office Products, and Ajera.
- ▲ Proficiency in Photoshop.
- ▲ Ability to communicate effectively in both written format and oral presentation.
- ▲ Ability to work well independently and in a team environment.

- ▲ Strong organizational skills and ability to be detail oriented.
- ▲ Understanding and working knowledge of construction codes, documents drafting standards and basic construction methods.
- ▲ Ability to perform in a deadline driven environment.
- ▲ Ability to multi-task and establish priorities.
- ▲ Ability to lead others and delegate work.
- ▲ Ability to envision 2D drawings as a 3D space.

### ***Project Manager***

#### ***Education/ Experience/Licenses/Certifications:***

- ▲ Degree in Architecture, Interior Design or related field from an accredited college/university.
- ▲ Enrollment in a national society, i.e. AIA, NCIDQ, ASID.
- ▲ At least 7 years of experience in an Architecture, Interior Design or related firm.
- ▲ Current/valid driver's license.

### ***Project Architect***

#### ***Education/ Experience/Licenses/Certifications:***

- ▲ Bachelors Degree in Architecture from an accredited college/university.
- ▲ Enrollment in NCARB ARE and completion of the IDP Program.
- ▲ License to practice architecture in good standing in at least one state.
- ▲ At least 7 years of experience in an Architecture Firm.
- ▲ Current/valid driver's license.

#### ***Physical Demands/Work Environment:***

- ▲ Normal office environment with travel to construction sites and field surveys.
- ▲ Lifting – Ability to lift up to 50lbs. Standing, stooping, kneeling, bending, climbing and walking are all normal body positions involved with this job.
- ▲ Visual Strain

#### ***Key Performance Measurements:***

- ▲ All jobs are completed within +/- 5% of the budgeted time frame and the planned labor and materials costs per the estimate
- ▲ All job records are kept up to date and accurately recorded
- ▲ Client retention 95%
- ▲ Produce a minimum of 35 hours of billable work per week
- ▲ Quality standards and client satisfaction are maintained as evidenced by the absence of unresolved client complaints
- ▲ Attend all required meetings.
- ▲ Conduct all required meetings.