

JOB TITLE: Project Architect

REPORTS TO: Director of Project Development

SUMMARY:

Licensed architect with more than 10 years experience; has a design or technical focus and is responsible for significant project activities. Provides CAD work to create architectural documents and renderings. Manages project designers within the studio to successfully complete the studio's commitments.

PRINCIPAL ACCOUNTABILITIES:

General Design:

- Specifically responsible for all Design operations, staff and resource management within the business unit.
- Establish phase task commitments for all projects in production.
- Maintain relationships with all Design clients within the business unit.
- Establish new client base potential and pursue leads for Design/Build work.
- Procure and maintain design office tools, equipment and accommodations.
- Maintain professional association memberships and registrations.
- Monitor company errors and omissions insurance to adequately cover our needs.
- Develop and implement a quality control program for design work.
- Develop and maintain design standards.
- Prepare and sign consultant contracts and require coordination with proposed design.
- Develop or review and approve project program and conceptual design.
- Support Project Designers executing against phased task commitments.
- Require compliance with phase task documents.
- Attend 30%, 70%, and 100% reviews and accept design products at each step.
- Mentor project designers pursuing registration.

Sales:

- Accompany Business Development on sales calls when requested.
- Prepare or cause presentation drawings/renderings to be prepared.
- Occupy an officer position in a Redmond Design entity.

Proposals:

- Coordinate with the Director of Project Development to establish schedule and backlog for proposal documents. Oversee conceptual design.
- Review proposal documents with the Project Manager and implement changes as necessary to agree with the scope and budget as directed by Project Manager.
- Accompany Sales and Construction Staff to plan commission meetings as required. Present architecturally significant projects.
- Review pre-construction schedules and coordinate with phased task commitments.

- Perform code evaluation and coordinate with proposed scope of work.

Construction:

- Coordinate with the Director of Project Development to establish schedule and backlog for construction documents.
- Coordinate with the Vice President of Operations to establish typical construction details and specifications.
- Review schedule for completion of construction documents with Project Manager and compare to phase task and construction schedule.
- Monitor timely review shop drawings and shop drawing schedules with Project Manager.
- Monitor timely reply to RFI's.
- Appoint Project Designer to project and require attendance minimally at start-up, close-out and periodic jobsite meetings.
- Stamp projects as supervising professional and confirm that the appropriate permits are obtained on a timely basis.
- Police quality and efficiency of design work/Project Designers performance.
- File architect of records completion statements.
- Confirm that punchlist and as-built documents are completed.
- Confirm that close out meeting is conducted and architectural details are updated.

DIRECT REPORTS: Project Designers and Consultants

PREREQUISITES:

Education & Experience:

Bachelors degree in Engineering or Architecture. Licensed architect in at least one state in our region with the ability to obtain additional licenses. NCARB Certification.

REQUIREMENTS:

Typical Physical Demands:

Requires sitting, standing, bending and reaching. May require lifting up to 20 pounds. Requires normal range of hearing and vision.

Ongoing Training

Computer training with proficiency on current version of CAD, communication skills, and bimonthly design training meetings.

Other:

Knowledge of overall professional business etiquette, excellent oral & written communication skills needed. Exceptional organizational skills required and the ability to multi-task.