

Architect I - Architect

FLSA Status: Full-time Regular Position, Overtime Exempt
Report to: Director of Architecture
Work Schedule: Monday-Friday 8:00 AM – 5:00 PM or different schedule approved by Architectural Team Leader
HAA Target Ratio: 90%

Responsibilities

- Develop drawing sets using current HAA and AIA standards
- Maintain awareness of scope, schedule, budget, and status of all assigned projects
- Allocate and monitor level of effort for phases and tasks to assure compliance with budgets, fees and schedules
- Develop and maintain client confidence in HAA by maintaining a high level of professionalism, accountability, and performance
- Conduct architectural studies, develop design concepts and design criteria, and prepare reports, calculations, and detailed design and construction documents
- Conduct preliminary field surveys, develop designs and drafts
- Participate in the presentation of plans and documents to authorities for land use, zoning, and permit approvals
- Observe construction projects while in-progress and upon completion for adherence to plans and specifications; advise contractors on the interpretation of the plans and specifications
- Prepare material, write construction specifications, and prepare detailed construction documents
- Follow established standards for project production and review
- Ensure quality assurance program is initiated and adhered to through the life of the project
- Collaborate with or serve as the project designer for projects
- Work with team members to maintain and improve BIM practices

Knowledge, Skills and Abilities

- Strong organization, communication, technical, and graphic skills
- Proficient in Revit, Newforma, and Microsoft Office
- Proficient with computer-assisted design software such as Adobe Creative Suite, SketchUp, Envision, Rhino and Lumion
- Ability to work effectively in a team atmosphere, meet deadlines, and have strong knowledge of design, trends, construction methodology, and material application
- Must be detail-oriented and able to perform each essential duty satisfactorily
- Available for limited travel, overtime, and weekend work as required to meet training and project requirements/deadlines
- Ability to understand clients' needs and expectations on projects (budget limitations, design needs, schedule impacts, etc.)
- Experience in construction document development
- Knowledge of civil, structural, mechanical and electrical engineering systems relating to design, performance and building costs; international experience preferred
- Knowledge of federal and state building codes and zoning ordinances; international experience preferred

Education and Experience

- Professional degree from a school accredited by the NCARB
- Architectural license
- Five or more years of experience with architectural design, contract documents and construction administration