

Architect III - Senior 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 Director of Architecture
HAA Target Ratio: 90%

Responsibilities

- Prepare strategic plans for project success and oversee/plan all architectural aspects of construction projects
- Make decisions in significant architectural design problems and methods
- Maintain communication with client, stakeholders, and construction stakeholders as changes or issues arise to ensure conformance with contract
- Actively manage client budgets, schedules, and programs; project communications and documentation; office administrative tasks; and project team assignments to ensure the most efficient and cost-effective execution of assigned projects
- Estimate fees, determine scope of work, prepare proposals and contracts for the most complex projects
- Interpret, organize, execute, and coordinate architectural design assignments
- Responsible for final specifications
- Assigned to handle specific technical designs aspects of a project including investigating, evaluating, and recommending the design solutions that best meet the client's needs
- Focus on client satisfaction and create opportunities to provide clients with additional future project-related services
- Assist Project Manager with the documentation of changes in scope and/or additional services;
- Lead in organizing the drawing and BIM efforts
- Collaboratively work with consultants, contractors, and owners in a proactive integrated project-delivery process throughout all project phases, including design, construction, and post-occupancy to achieve client, project, and internal office goals
- Attend internal and external meetings with consultants, clients, agencies, and others and prepare meeting notes for distribution
- Develop and maintain client confidence in HAA by maintaining a high level of professionalism, accountability, and performance
- Conduct architectural studies, develop design concepts, design criteria, and prepare reports, calculations, and detailed design and construction documents
- Prepare project code reviews
- Develop document sets using current HAA and AIA standards
- 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
- Ability to complete Quality Assurance and Quality Control reviews of documents and specifications; confirm adherence to HAA standards and protocols, review contract documents for code and life safety compliance

- Work with team members to maintain and improve BIM practices
- Coordinate the work of sub-consultants

Knowledge, Skills, and Abilities

- Demonstrated ability to mentor and lead others by example
- Proven ability to present to clients and assist in marketing interviews
- Ability to effectively meet deadlines and work independently and as part of a team
- Effective communication and leadership skills
- Good knowledge of the real estate development process, the construction industry, the design/build process, and trends impacting the business
- Knowledgeable about standard accounting and business procedures used by the Firm and the architectural industry; Deltek Vision knowledge preferred
- Excellent problem-solving skills and the ability to confidently and decisively take action
- Advanced knowledge of architectural building systems and sustainability
- Must have excellent organizational and multi-tasking skills
- Ability to read, analyze, and interpret industry and trade magazines
- Entitlements and permitting experience
- Knowledge of integrated design and LEED guidelines; LEED accreditation preferred
- Strong organization, communication, technical, and graphic skills
- Proficient in Revit, Newforma, and Microsoft Office
- Available for limited travel, overtime, and weekend work as required to meet training and project requirements/deadlines
- 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
- Twelve or more years of experience with architectural design, contract documents, and construction administration