

## Architect II - Project Architect

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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

- Focus on client satisfaction and create opportunities to provide clients with additional future project-related services
- Keep managers informed of progress or need for assistance
- Track and assist Project Manager with the documentation of changes in scope and/or additional services;
- Lead in organizing the drawing and BIM efforts
- Lead, coordinate and monitor the activities of project personnel, ensuring individual job assignments are achieved in support of project requirements
- Lead 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
- Lead and coordinate the work of consultants for small to mid-size project, under \$10,000,000.00 in construction cost
- Execute project code reviews
- Develop drawing sets using current HAA and AIA standards; must be able to compile a set of construction documents from start to finish in Revit
- 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

- 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
- Proficient with computer-assisted design software such as Adobe Creative Suite, Revit, SketchUp, Enscape, Bluebeam
- 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
- Eight or more years of experience with architectural design, contract documents and construction administration including four years in a project leadership role.