

Kingscott

Position Description

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| Position Title: | Project Architect | Direct Reports: | None |
| Department: | Architecture | Classification: | Exempt |
| Location: | Any Kingscott Office, Remote | Date Posted: | 3/23/2023 |
| Reports To: | Director of Architecture | Revision Date: | |

Position Summary:

The Project Architect is responsible for providing a complete technical design by employing appropriate and correct building systems which reflect the programmed goals and objectives of the client, established design parameters, the client's financial/schedule constraints, and meets the expectations of the visual, functional, and technical design.

Organizational Values:

Our belief in people leads us to work with project partners that have people at their center. Our company values are:

- Investing in People
- Achieving the Extraordinary
- Serving with Humility
- Finding Fun in Our Work
- Committing Ourselves to Mutual Success
- Fearlessly Exploring
- Striving for Authenticity

Essential Responsibilities:

- Provides building systems that employ construction techniques that are technically complete and correct within the established design parameters, construction budgets, and schedules.
- Establishes and maintains budgets and schedules, as well as monitors adherence of terms of contract expectations.
- Coordinates the architectural with all disciplines and consultants from design development documents phase through project completion.
- Coordinates schedule of drawing for all contract documents.
- Communicates with the client, other disciplines, and consultants, as required.
- Assists Design Architect in designing a building that meets applicable codes and standards.
- Reviews and coordinates shop drawings.
- Prepares, or assists in preparation of, construction administration phase documents.
- Assists Construction Administrator in conducting periodic on-site inspection prior to substantial completion.
- Directs, coordinates, and monitors the development of technically complete and correct building systems on all phases of the project.
- Supervises assigned support staff.
- Initiates "Redicheck" review of the Contract Documents prior to issuance to the owner.

- Recommends and organizes technical professional programs for Firm-wide attendance.
- Mentors Architectural Interns and other new Architectural staff.
- Assists with marketing, as needed.
- Pursues continuing education opportunities through seminars and participation in professional organization activities.

Non-Essential Responsibilities:

- Other duties as assigned.

Supervision Received:

General Direction: Plans and arranges own work. Uses a wide range of procedures to accomplish assigned objectives.

Supervisory Responsibilities:

No supervision: No supervisory responsibilities.

Education & Experience:

- Bachelor's or Master's degree specializing in Architecture or equivalent work experience
- Five (5) years of facilities design experience
- AIA Licensure
- K-12 educational facility and commercial building design experience, preferred

Other Knowledge, Skills & Abilities:

- Proficiency in AutoCAD and Revit, preferred
- Ability to work independently as well as collaboratively with the project team to carry the project through SD, DD, CD, and CA.
- Possess and demonstrate strong analytical, communication, and interpersonal skills
- Proven ability to deliver sustainable results through innovative thinking, complex problem solving, and leadership skills.
- Thrives in a fast-paced, dynamic environment with the ability to manage multiple projects simultaneously.
- Appropriate knowledge of civil, structural, mechanical, and electrical disciplines; construction documents and specifications; building construction for a variety of building types; cost estimating and building codes.

How to Apply:

- Please send your resume and cover letter to Maureen Weatherby at mweatherby@kingscott.com