

**Job Title: Project Architect II****FLSA Status: Exempt****Reports To: VP of Operations**

---

**SUMMARY**

Participates in research, planning and design aspects of building projects for clients by performing some or all of the following duties.

**Primary Responsibilities:**

Include the following and other duties may be assigned.

- Consults with Project Manager or Senior Project Architect to help determine functional and spatial requirements of new structure or renovation.
- Assists PM or SPA in planning the layout of project including determination of functional and spatial requirements and assists in preparing information regarding design, specifications, materials, color and equipment.
- Coordinates with engineering team members to assist the PM or SPA with the integration of engineering systems into a unified design for client review and approval.
- Prepares project plans (scaled drawings) using computer assisted design software and equipment.
- Supports construction administration staff during building construction to help monitor compliance with project plans.
- Receives project direction from the Senior Project Architect and/or Project Manager.

**Job Requirements:**

- Must have four years' college or university degree; or four years related experience and/or training; or equivalent combination of education and experience.
- Professional license required.
- 5 to 8+ years related experience as a licensed professional required.
- Must be fluent in reading, writing and speaking the English language.
- Must have the ability to communicate effectively and work efficiently with team members.
- Must have the ability to effectively present information and respond to questions from the PM and SPA.
- Must be proficient in Revit, Adobe, and Microsoft Office Suite.