

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

SUMMARY

Supports the overall coordination of the planning, design, and production of projects. Works closely with the Project Manager to maintain team communications throughout the entire process. Fulfills role by performing the following duties:

Primary Responsibilities:

Includes the following and other duties may be assigned.

- Consults with the Project Manager to determine functional and spatial requirements of new structure or renovation, and prepares information regarding design, specifications, materials, color and equipment.
- Plans layout of project and integrates engineering elements into unified design for client review and approval.
- Prepares project plans (scaled drawings) using computer assisted design software and equipment.
- Administers construction contracts and conducts periodic on-site observation of work during construction to monitor compliance with plans.
- Works with Project Manager and other team members to prepare client communications and maintain appropriate records and files on assigned projects.
- Maintains a free flow of communications with the PM and other staff members relative to the team activities on assigned projects.
- Directs activities of staff engaged in preparing drawings and specification documents.
- Performs as document coordinator with Architecture, Interior Design and Engineering staff in the input of data on assigned projects.
- Receives project direction from the 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.
- 8 to 12 years related experience as a licensed professional required.
- Must be fluent in reading, writing, and speaking the English language.
- Must have ability to write reports and business correspondence. Excellent organizational and time management skills.

- Must have the ability to effectively present information and respond to questions from managers, clients, and the general public.
- Must be proficient in Revit and Microsoft Office Suite.