



Rev. 2023.02.15
Approved By: Board of Directors

JOB TITLE: PROJECT ARCHITECT

Reports To: Principal-In-Charge

Job Summary

- Works under direction of the Principal-In-Charge, responsible for project design; coordinates project with design team and consultants of all phases of the project.
- Provides leadership and direction for day-to-day project operations and administrative activities.

Job Accountabilities

- Assists Principal-In-Charge with formulating design objectives.
- Plans, organizes and schedules activities to meet objectives.
- Develops and implements operating policies, procedures and systems to support planned operations.
- Ensures policies are well-documented and communicated to project personnel.
- Evaluates, recommends and implements procedures for data acquisition, management and quality control.
- Manages staff assigned to project.
- Coordinates project specifications and material selections.
- Motivates and monitors the progress of work performed by project staff.
- Provides Project Building Code Compliance Review
- Responds to external requests for information.
- Plans and participates in meetings and discussion groups to promote project communication.
- May be required to work on multiple projects at a time.
- Will be required to work on a diverse amount of project types.
- Serves as key resource for project information and resolves problems or questions referred by internal and external sources.
- Establishes and maintains an active network of professional contacts.
- Remains informed of the current status of completed and ongoing research in related areas.
- Actively participates in professionally sponsored meetings, seminars and symposia as a representative of the project and the company.
- Performs other related duties as assigned or requested.

Job Qualifications

- Minimum Education: NCARB Accredited Educational Institution (Bachelor/Master's Degree)
- Minimum Experience: 3 Years
- Licensure Requirements: Professional Architect Licensure

Competencies

- Problem Solving - Identifies and resolves problems time efficiently; Gathers and analyzes information; Develops solutions; Uses reason.
- Managing People - Includes staff in planning and decision-making processes; Makes self-accessible to staff; Develops subordinates' skills and encourages growth; Seeks to improve processes, products and services.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Conserves company resources.
- Oral Communication - Speaks clearly and persuasively; Listens and gets clarification when necessary; Responds informatively to questions.
- Written Communication - Writes clearly and concisely; Edits work; Varies writing style to meet specific needs; Presents data effectively; Able to read and interpret written information.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives.
- Teaching/Training - Clearly explains concepts; Varies presentation style to satisfy different learning needs.
- Design - Produces creative solutions; Translates concepts and information into images; Demonstrates attention to detail.
- Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Manages project team activities.

Physical Demands

- Occasionally required to sit.
- Occasionally required to walk.
- Occasionally required to use hands to finger, handle, or feel.
- Occasionally required to reach with hands and arms.
- Occasionally required to talk or hear.
- Occasionally required to bend, lift or climb.
- Occasionally required to lift light weights (less than 25 pounds).
- Occasionally required to lift moderate weights (25-50 pounds).
- Occasionally required to lift heavy weights (50 pounds or greater).
- Finger dexterity required.
- Hand coordination required.
- Specific vision abilities required for this job include: close vision, distance vision, ability to adjust or focus.
- Vehicular travel will be required to perform project duties. A valid KY Driver's License is required.

Work Environment

- The noise level in the work environment usually is low.