**Project Architect New Hire**

**JOB DESCRIPTION**

Full service architecture / engineering firm seeks a project architect who is a motivated individual and can manage a range of assignments in term of scope and size, and a variety of daily responsibilities; leading 10+ project team members.

Individual will be involved in all aspects of the design and construction of various projects; and maintain and support long-term consultant relationships; provide input into the creation and development of design concepts; and leadership for the technical execution of contract documents in a fast-paced office environment.

Travel throughout Texas for project meetings will occur as well as visits to construction sites. Interacting with engineers, contractors and construction personnel is required.

**DUTIES AND RESPONSIBILITIES**

Responsibilities include organizing team efforts, ensuring quality in project delivery, managing budgets, schedule and fees, employing and evolving the firm’s process and procedures, but also mentoring staff, maintaining a positive work flow and energetic team atmosphere.

In addition, overseeing the preparation of construction documents; coordinating the preparation of documents with owners, consultants, contractors and team members; review of shop drawings, project submittals, document compliance documenting code review; communicating and coordinating with principals, owners, consultant and contractors related to daily business and project operations; and supervise and manage various aspects of assigned projects.

**QUALIFICATIONS**

* Architectural license with State of Texas required.
* LEED AP accreditation preferred.
* Minimum of 12+ years of architectural design, production and technical experience through all phases of project design, documentation and construction administration, with a minimum of six years of proven organizational and project management experience.
* Experience in public sector building types preferred.
* Experience leading design/production teams.
* Proficiency with Revit architecture preferred.
* Familiar with architectural standards, engineering practices, building ordinances and construction documents.
* Ability to work with multiple projects facing owner deadlines that shift from time to time.
* Superior leadership, communication skills and highly organized.
* Possess strong interpersonal skills as well as highly developed oral, written and presentation skills.

Salary based upon experience, skill and capabilities. First-rate health insurance, benefits and professional working environment are available. Email introduction letter and resumes to bgodinez@goero.com. No phone calls please.