Project Architect

Owensboro or Louisville, Kentucky

Join a Firm That's Growing While Staying True to Its Values

RBS Design Group, Inc. is an award-winning architectural firm headquartered in Owensboro, Kentucky, with an office in Louisville. Since our founding in 1978, we have designed educational, civic, religious, athletic, and commercial facilities across Kentucky and the region, building our reputation on excellent service, great value, and creative design — and on the close-knit, family-first culture that has defined our firm for nearly fifty years.

Today, RBS is also part of a growing family of companies alongside RJA Engineering and several affiliated entities engaged in engineering, surveying, and development across the region. Much of our work is for public owners — school districts, cities, and counties — and, working alongside RJA Engineering, we also deliver municipal and industrial facilities that call for close coordination between architecture and engineering. We are seeking a Project Architect to lead projects and project teams from first concept through construction. This position is full-time and may be based at our Owensboro headquarters or our Louisville office. The Project Architect takes direction from the Principal leading each assigned project and, in turn, directs the designers assigned to it.

This is a leadership position for a licensed architect — or one within a year of licensure — who is ready to own projects. The Project Architect directs the design and documentation of each assigned project, leads the designers who work on it, coordinates the engineering disciplines, and serves as the owner's day-to-day point of contact, with the support and oversight of the firm's Principals. The right candidate pairs sound technical judgment with clear communication, runs a well-organized project, and enjoys developing the designers around them.

Primary Responsibilities

- Lead assigned projects from programming and schematic design through design development, construction documents, bidding, construction administration, and closeout, serving as the owner's day-to-day point of contact.
- Lead and direct the project team — assigning work to architectural and project designers, providing clear markups and technical guidance, reviewing their drawings, and keeping the team on schedule.
- Develop design direction with the Principal, translating owner programs, budgets, and goals into plans and design concepts, and present designs to owners, boards, committees, and public bodies.
- Prepare and oversee construction documents and project manuals, making sure drawings and specifications are complete, coordinated, constructible, and compliant with the Kentucky Building Code, accessibility standards, and life-safety requirements.
- Coordinate the engineering disciplines — the firm's building engineers, RJA Engineering's civil, geotechnical, and surveying teams, and outside consultants — and integrate their work into a single, well-coordinated set of documents.
- Prepare code analyses and manage plan review and approvals with the Kentucky Department of Housing, Buildings and Construction, local building and fire officials, and, on school projects, the Kentucky Department of Education, responding to review comments through permit.
- Manage project scope, schedule, and fee: track hours against budget, identify additional services, and keep the Principal informed of project status, risks, and decisions needed.
- Develop opinions of probable construction cost with the project team and support bidding by preparing addenda, conducting pre-bid meetings, answering bidder questions, and assisting owners with bid evaluation.
- Lead construction administration: review shop drawings and submittals, respond to requests for information (RFIs), prepare supplemental instructions and change documents, attend owner–architect–contractor meetings, observe construction, review pay applications, and lead punch lists and closeout.
- Perform quality-control reviews of drawings and specifications before each issue, and uphold the firm's technical and drafting standards.

- Support business development — proposals, qualifications packages, interviews, and fee proposals — and build lasting relationships with owners and project partners.
- Mentor designers and emerging professionals, including serving as an Architectural Experience Program (AXP) supervisor for staff pursuing licensure.

Required Qualifications

- Licensure as an architect in Kentucky — or licensure in another U.S. jurisdiction and an active NCARB Certificate, with Kentucky licensure obtained by reciprocity within 180 days of employment.
- Candidates not yet licensed will be considered if they hold a NAAB-accredited professional degree in architecture, have completed or nearly completed NCARB's Architectural Experience Program (AXP), and are on track to pass the Architect Registration Examination (ARE) and obtain Kentucky licensure within one year of hire. These candidates will join RBS as a Senior Project Designer and be promoted to Project Architect upon licensure.
- Five or more years of professional architectural experience, including substantial responsibility for construction documents and construction administration and experience leading projects or coordinating project teams.
- Thorough working knowledge of building codes, accessibility standards, life-safety requirements, building systems, materials, and methods of construction.
- Demonstrated ability to direct the work of designers — delegating clearly, reviewing drawings carefully, and keeping several projects on schedule and within fee at the same time.
- Strong written and verbal communication skills, including presenting to owners, boards, and public bodies and writing clear specifications, field reports, and correspondence.
- Working proficiency with architectural documentation software such as Revit or AutoCAD, Microsoft Office, and PDF markup tools such as Bluebeam Revu.
- A valid driver's license and the ability to travel to project sites, client meetings, and the firm's other office as projects require.
- Ability to pass a pre-employment drug screening and background check.

Preferred Qualifications

The ideal candidate will bring several of the following; however, applicants are not expected to meet every preferred qualification:

- Experience with municipal projects — city and county facilities such as public works and utility buildings, fire and police stations, administrative and community buildings, and FEMA-funded community safe rooms.
- Experience with industrial projects — manufacturing, production, and warehouse facilities, including pre-engineered metal buildings and occupancies with specialized code requirements.
- Proficiency in Autodesk Revit, including leading a project team's model and setting up project templates and standards.
- Experience with publicly funded and publicly bid projects in Kentucky, including Kentucky Department of Education school projects and grant-funded facilities.
- Experience writing or editing project specifications, for example with MasterSpec or SpecLink.
- Presentation and rendering skills using tools such as Enscape, Twinmotion, or Lumion.
- An active NCARB Certificate.

Compensation

RBS Design Group offers a competitive compensation package commensurate with the candidate's qualifications, experience, and demonstrated capabilities. This is a full-time, salaried (exempt) position based in our Owensboro or Louisville office.

Why Join RBS?

At RBS, you will find more than a job. You will join a collaborative team that values integrity, professionalism, innovation, accountability, and work-life balance.

This is a seat for an architect who wants ownership. You will lead your own projects and teams, work directly with owners and the firm's Principals, and see schools, civic buildings, municipal facilities, and industrial projects move from first sketch through construction — with the engineering, surveying, and geotechnical depth of RJA Engineering within the same family of companies. You will have the stability of a firm approaching its fiftieth year, the momentum of a growing organization behind it, and room to take on more leadership as the firm grows.

Benefits

- Competitive salary based on the candidate's qualifications, experience, and demonstrated capabilities.
- SIMPLE IRA retirement plan with a 3% company match.
- Health insurance.
- Company-paid life insurance, with an additional voluntary employee-paid policy available.
- Paid time off.
- Dental, vision, and short-term disability coverage available through pre-tax employee payroll deductions.
- Continuing-education and tuition-reimbursement assistance.
- Licensure support for candidates completing licensure, including reimbursement of first-attempt Architect Registration Examination (ARE) fees and primary study materials under firm policy.