



POSITION SUMMARY

The **Project Architect** is a producer and leads the “practice” side of the work. They are responsible for the design, deliverables (drawings and specifications) and the construction administration of the project. This would include coordination of staff and consultants.

This position performs work requiring independent judgment in evaluation, selection, and adaptation/modification of standard techniques, procedures, and criteria. Under the direction of a Project Manager, the Project Architect is responsible for specific technical design aspects of a project including investigation, evaluation, and recommendation of design solutions.

PRIMARY RESPONSIBILITIES

- Prepare reports and bid documents, including drawings and technical specifications.
- Manage all phases of design throughout project scope, including project set-up, design, and construction administration.
- Maintain day-to-day communications with clients and project consultants.
- Serve as technical point of contact providing interpretation for design and construction teams.
- Responsible for site observations.
- Manage project scheduling, budgets, and set-up with clients, contractors, vendors, and consultants.
- Provide Studio Principal with regular status updates.
- Ensure projects conform to contract.
- Maintain project records.

POSITION REQUIREMENTS

- Licensed Architect.
- 7-10 years of experience.
- A passion for working collaboratively with clients to solve unique and complex challenges.
- A team-focused attitude, willing to assist other Studios as necessary.
- Proficient in Revit, AutoCAD, SketchUp and Adobe Creative Suite
- High levels of activity and productivity
- Strong organizational and communication skills with excellent attention to detail
- Ability and desire to mentor young design professionals.
- Ability to develop and deliver technically sound project documents.
- Knowledge of building codes and zoning regulations
- The ability to quickly grasp new concepts.
- A willingness to travel outside of the local area to attend meetings at various sites.

POSITION CONTENT

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities associated with the position. While it is intended to accurately reflect the position, Treanor reserves the right to modify, add or remove duties as necessary.

A glimpse into our excellent employee benefits:

- Hybrid-friendly and flexible working arrangements



- Competitive Paid Time Off
- Comprehensive health benefits + a matching 401k plan
- Paid Parental Leave
- Student Loan Assistance
- A variety of professional development and mentorship opportunities
- Coffee, soda, and kitchen treats

To apply, please visit our website at <https://www.treanorhl.com/careers>