

## POSITION

Project Architect

## DEPARTMENT

Architecture

### To Whom the Position Reports

Director of Architecture

### Summary

Manage the design/build process of primarily residential projects from predesign through closeout ensuring that company goals and client expectations are met and exceeded. Advance the architectural expression of high performance building.

### Specific Responsibilities

1. Lead clients through the design and construction processes, building trust through listening and open, honest communication.
2. Understand and be able to explain the impact of design choices on aesthetics, safety, durability, buildability, function, environment, schedule and budget.
3. Produce all documentation (including hand sketches, computer drafted drawing sets, 3D computer models, renderings, specs, and narratives) necessary to effectively communicate ideas, materials, and methods of construction for all phases of a project.
4. Serve as a resource to the Architecture Department for ArchiCad support including optimizing workflows, troubleshooting, organizing training, and coordinating with the SMCo BIM Manager.
5. Contribute and be receptive to a collaborative design atmosphere where project design objectives and client experience, not personal taste, guide input.
6. Document important communication with clients, consultants, subcontractors, suppliers, and other stakeholders.
7. Identify potential issues during design and work with CEO, Director of Architecture and other Project Architects to find solutions. Similarly, identify potential issues before and during construction, and work with Director of Production and Project Leads to remedy.
8. Work closely with subcontractors, tradespeople, and suppliers to understand building materials and methods and their implications on project aesthetics, cost, durability, and environmental impact.
9. Understand current national building codes and local zoning, define a project-specific permitting path, and review all construction documents for compliance.
10. Determine when a project requires consulting professionals including engineers and other design professionals, manage the relationships, interpret the input, and incorporate into the design.
11. Visit job sites to ensure construction aligns with design documents and intent.
12. Maintain and strengthen SMCo's reputation among island regulators and boards as being thorough, well-prepared, and respectful of neighbors, history, and the environment.
13. Assist CEO and Director of Architecture in creating project design schedules. Manage design time allocated to each of your projects.
14. Adhere to and work with Director of Architecture to improve department graphic standards and processes.
15. Work with Director of Production to create project estimates and communicate with Director of Production and Project Lead throughout to ensure projects come in at or under budget.
16. Work closely with Project Lead to ensure/enhance buildability, to find opportunities to celebrate craft, to identify potential problems, and to learn from past experience.
17. Coordinate with Director of Energy Technology & Engineering regarding workflow through that department.
18. Participate in department meetings and contribute to departmental needs and growth.
19. Use SMCo standard information technology including web-based applications, consistent and timely electronic communications, consistent and proper electronic record keeping, and cell phone protocol.
20. Undertake professional development, including maintaining necessary certifications, licenses, etc.

### Committee Membership

Company Meetings

### Immediate Subordinates

Not applicable

### Qualifications, Skills & Knowledge Requirements

Bachelor's or Masters' Degree in Architecture, and minimum 5 years work experience in architect/designer role

5 years minimum construction documentation production experience in ArchiCad (preferred) or Revit.

Fluency with Mac operating system and Microsoft Office applications

Aptitude and comfort working in a collaborative team environment, providing ideas, and being open to feedback

US citizenship or authorization to work in the US and fluency in written and spoken English

### Licensing and Professional Associations

License to practice architecture in Massachusetts preferred. If not, on track to licensure.

### Physical Requirements

Comfortable on jobsites, including attics, basements, and crawlspaces

### Compensation and Benefits

Full-time position with full benefits

Wage range: Licensed Design/Engineering Professional

### Possible Career Path Options

To be determined