
Meier Architecture • Engineering
Job Description

Title: Project Architect

Basic Responsibilities: May act as Responsible Professional Architect (RPA) where coordination with other disciplines is needed. Assumes full architectural design responsibility for new or modified structures such as institutional, religious, etc. Assist Group Manager in client relationships and discipline marketing efforts.

Organizational Relationship: Reports to the Architectural Group Manager.

Essential Functions: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must perform a variety of complicated problem solving tasks.
- Responsible for daily supervision of design and technical development and coordination of projects.
- At the outset of each new project or current assignment, prepare a project budget and then track hours spent on project.
- Prepare suggestions for staffing requirements and production to keep project performance on track.
- Develop effective client relationships in bringing projects to fruition.
- Responsible for project cost control.
- Responsible for communications to clients, officials, and subcontractors as required.
- Coordinate all aspects of project document completion.
- May stamp own work as directed.
- Supervises project assigned to staff.
- Makes technical project related decisions.
- Work to meet or exceed QA standards.
- All other duties assigned by Manager.

Skill, Knowledge, Education and Experience:

- Bachelor's Degree in Architecture.
- Current Architectural Registration
- Member of professional or technical society.
- May publish professional papers.
- Architecture enrollment in NCARB IDP preferred.
- LEED certification a plus.
- More than 10 years of experience and has a design or technical focus. Licensed (6-9 years' experience).
- Exceptional knowledge of AutoCAD, Revit and other BIM software.

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- Strong organizational, time management & multitasking skills.
- Excellent communication skills both oral and written.
- Proficiency in Photoshop, Sketch-Up, and Microsoft Office.

Work Environment:

This position operates in a professional office environment. Occasional site visit may be required.

Physical Demands:

The job requires the ability to sit for extended periods at a computer workstation. May be subject to bending, reaching, kneeling, stooping and lifting up to ten (10) pounds.