

## **COMPANY BACKGROUND**

ATSR is a nationally recognized, multi-disciplinary planning, architectural, and engineering firm specializing in planning and design of educational facilities. We thrive in creating long-term relationships with our clients, some for more than 71 years. Our 78 years of continuous service is testimony to the comprehensive in-house disciplines and single-source responsibility which we provide to our clients.

**POSITION: Project Architect**

**DISCIPLINE: Architectural**

**ACCOUNTABLE TO: Project Manager**

## **RESPONSIBLE FOR**

Facilitating and coordinating the architectural/engineering services on projects from analysis to its completion with direct communication with the Project Manager. Represents firm professionally, maintaining client confidence, respect, interests, and goals. Leads the team relative to program requirements and building and systems design for a successful project. Provides services within the scope of work, schedule, and budget as directed by the Project Manager. Performs design and systems functions relevant to the project with continuous and timely communication with the Project Manager, Director of Design, client representatives, and team members.

## **TYPICAL RESPONSIBILITIES:**

- Responsible for client relations, project team cohesiveness, and obtaining repeat business from existing clients. Maintains contact with client along with the Project Manager during the project and after project completion.
- Designs project effectively and works with team members to resolve problems quickly. Responsible for the overall project and systems design. Involved in preparing and compiling the set of working drawings. Serves as the point of contact for design decisions.
- Coordinates with the Project Manager submittals to and reviews with client: project design, budgets and scope of the work, all established with the team. Assists the Project Manager for in-house and client design reviews and approvals for all disciplines.
- Coordinates design activity between the client, departments, and consultants. Leads the team in design, programming, code analysis, etc. Assists in the construction document preparation. Reviews drawings periodically for accuracy.
- Leads in the conceptual, schematic, design development, and construction drawings phases; works closely with team; serves as a point of contact for the client during the design process; assists the Project Manager in the creation of packages.
- Monitors project progress for all disciplines as to development of design of the project. Participates in meeting schedule deadlines.

- Works within the schedules and the number of hours needed for the production of each assigned project. Assures that services remain consistent for the client. Assures that a project technical check occurs for the project for all disciplines.
- Participates in decision-making over legal action involving the firm as determined by the President.
- Participates in marketing / public relations for projects. Serves on interview teams as needed.
- Provides a positive environment to motivate project team and maintain a positive morale through proper leadership as intern architect for the design of systems on the project. Maximize development and utilization of talents of project staff.
- Tracks construction and post-construction as requested by the Project Manager and/or Contract Administrator to answer questions and clarify the intent of the construction documents. Organize files at the completion of the project for archive filing.
- Performs such other duties that may be assigned from time to time.

### **SCOPE OF AUTHORITY**

Has the authority to direct and monitor the project relative to building design and systems within budgets and schedule limitations. Has the responsibility to coordinate assignments of work with the Project Manager, and to instruct team members. Resolves day to day project issues of mostly a design and technical nature. May not change the scope of work without the approval of the Project Manager.

### **RELATIONSHIP TO OTHERS**

Works alongside the Project Manager to direct the project team. Often serves as contact for the client, other design professionals and contractors. Has responsibility for the quality of design portions of the project. Must be able to relate to clients in a mature, thoughtful, professional, and pleasant manner. Promotes inter-departmental communications and cooperation.

### **KNOWLEDGE & EXPERIENCE REQUIRED**

Is not a registered architect, but has a bachelors degree and is in process of taking exams for architectural registration/certification (whichever is most restrictive in field of expertise). Must have potential for job knowledge, communication, leadership, planning, team work, decision making, judgment, and problem solving skills. Encouraged to participate in professional associations. The intern architect is under the general supervision of a registered architect.

**PHYSICAL & MENTAL REQUIREMENTS**

Must be able to work in an office-type atmosphere. Must be able to work under pressure in a busy office with tight deadlines and must be able and willing to work beyond the regular work day which may include evening and weekend work. Regular attendance is essential. Must have supervisory skills and be able to provide high level of reasoning, mathematical, and language development. Must be able and willing to serve on multiple projects and multiple project teams. Must be able and willing to travel. Must make trips to the job site.

**SALARY STATUS: Exempt**

Note: This position description does not imply employment for any set period of time. This position description also is not intended to create any contract of employment between employer and employee.