

JARMEL KIZEL ARCHITECTS AND ENGINEERS, INC.
JOB DESCRIPTIONS

DEPARTMENT
Date of Issue:

ARCHITECTURE
March 21, 2018

Job Title: **Project Architect**

Purpose of Job:

A Project Architect is responsible for the overall management, design and coordination of disciplines for the design of new and renovation of existing buildings. Design responsibilities will include conceptual design, space planning, schematic design, design development and construction documents. The Project Architect will be responsible for participating in and overseeing the development of construction drawings and technical specifications. They will manage subordinates assigned to their projects and also be responsible for coordination of their work with other design disciplines such as civil, structural, mechanical, electrical, plumbing and fire protection engineering. They should have expert knowledge in building codes and be able to research and understand local zoning codes. They will also be responsible for signing and sealing documents for the projects they manage. When appropriate they will represent the firm at project meetings with the client, contractor and when necessary perform expert testimony at zoning or planning board hearings.

Educational Requirements:

A 5 year B-arch is required

Licenses Required:

They must be a Registered Architect and or on a registration track.

Software Required:

Architects: ACAD, Revit, Microsoft Office - (Word, Excel, and Outlook), Microsoft Project, Master-Spec, Adobe Photoshop, COMCheck

Experience Required:

Minimum of 5 to 7 years

Reports to:

The principal in charge of each project. Often this can be more than one principal.

Support to Others:

This position directly supports the project staff and others.

Supervisory Responsibilities:

The project manager is responsible for supervision of all subordinates assigned to his/her projects and making sure that they are always fully engaged.

Interlaces Regularly With:

Clients
Internal
Vendors
Consultants

Applying for this Position

Jarmel Kizel is and always has been an equal opportunity employer and will consider applications from all qualified applicants. This position offers excellent growth potential with an established and reputable firm that has over a 43 year history. To learn more about our firm and its history, please visit our web site at www.JarmelKizel.com. Please forward your resume to

careers@jarmelkizel.com. All resumes will be responded do. Our employees know of this advertisement.