

**JARMEL KIZEL ARCHITECTS AND ENGINEERS, INC.**  
**JOB DESCRIPTIONS**

**DEPARTMENT**  
**Date of Issue:**

**ARCHITECTURE**  
**March 21, 2018**

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**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