



Licensed Project Architect

Summary/Objectives

The Licensed Project Architect will participate in all aspects of client development, schematic design, and design development. As a member of the project team, this team member will prepare complete and comprehensive architectural construction drawings and specifications, and coordinate the documents with project consultants and subcontractors.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Attend and document meetings with clients, consultants, contractors and vendors as required from initial meeting throughout project phases
2. Participate in the design phase activities by providing expertise in detail development
3. Organize and prepare all construction drawings and specifications
4. Provide local city ordinance and code research, programming and preliminary schematic design to set the direction of the project during the design stages to meet client expectations
5. Participate in the development and maintenance of the standards libraries including CAD standards and procedures
6. Project planning and use of CAD software to produce documents (design development, construction documents)
7. Serve as Architect of record for a variety of project types
8. Conduct existing conditions surveys and prepare architectural base plans, sections, elevations and details as appropriate to document relevant conditions
9. Review applicable building codes and the Americans with Disabilities Act and develop a list of criteria to be reflected in the design documents
10. Research products and systems that accomplish the design intent, selection of building materials
11. Prepare bidding documents, general conditions and supplemental conditions that are part of the contract documents
12. Prepare and issue addenda as required
13. Establish and maintain the shop drawing/sample submission log during the construction phase
14. Lead the in-house design team and coordinate the efforts of external consultants
15. Establish requirements and schedules of the public agency review process, and procure all documentation available regarding:
 - a. Applicable Planning, Zoning and Government Agencies.
 - b. Examples may include Federal Aviation Administration, Fire Department, and/or Building Department.
16. Format and proceed with Schematic Design/Design Development and/or presentation drawings as per agreed to Owner requirements for financing, approval and as required for public agency review.
17. Submit appropriate applications and architectural presentation drawings to Planning/Zoning Dept. and/or public agencies as required. Inform Owner as to schedule of all review hearings, and attend meetings as representative of Owner, if approved by the Owner.
18. Continue the development and/or refinement of the Schematic Design/Design Development drawings to the agreed upon level required for completion of the preliminary construction budget estimate and schedule.

Essential Functions – Continued

19. Coordinate with the Project Manager to develop a preliminary key schedule for initiation and completion of the Architectural/Engineering working drawings
20. Assist Project Managers as required in the permit process for the procurement of the building permit.
21. Review and process all shop drawing/sample submissions and consult with the Project Manager, as appropriate, to ensure that the design intent is being maintained
22. Prepare and issue responses to contractors request for information
23. Prepare and issue bulletin and change order documentation
24. Participate in job site meetings and construction observation activities as required
25. Participate in the punch list process

Knowledge, Skills and Abilities

1. Possess a strong understanding of design and documentation principals, professional practice and standards
2. Possess a working knowledge of building codes and the Americans with Disabilities Act
3. Possess a thorough knowledge of architectural detailing and construction methodology
4. Ability to review and coordinate engineering documentation and the work of other consultant disciplines to assess compliance with the design concept
5. Possess an understanding of materials and systems
6. Demonstrated proficiency with word-processing (MS Word), spreadsheet (MS Excel), graphic (Adobe Photoshop) and CAD (DataCad experience a plus) software
7. Ability to understand and interpret conceptual sketches and translate them into construction documents maintaining the design intent
8. Possess excellent verbal, written, and graphic communication skills
9. Possess excellent organizational skills able to multi-task and meet deadlines
10. Demonstrated ability to identify a problem and research the solution
11. Ability to work in a team atmosphere on multiple projects

Supervisory Responsibility

It is anticipated that this role will grow into a leadership position; eventually, overseeing the design team.

Work Environment & Physical Demands

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax. machines. Additionally, in addition to this being a largely sedentary role, this role also requires the individual to frequently visit project sites to obtain site and/or building information, and to monitor construction, requiring the ability to travel to the site with own vehicle, to tour, and to assess the site (land and/or building, as applicable). Additionally, walking construction sites is necessary and requires proper safety attire (e.g. boots, hardhat, eye and ear protection, and reflective vest, as required by our Safety Policy).

Position Type and Expected Hours of Work

This is a full-time exempt position; typical workdays and hours are Monday through Friday 8:00 a.m. to 5 p.m. However, there may often be times when longer work hours are required in order to complete required documentation to meet multiple deadlines.

Travel

Estimated 20% occasional travel may be required. Our project sites are typically located in the Twin Cities metro area; however, some jobs may require visits to sites outside of this geographic area.

Required Education and Experience

1. A minimum of a Bachelor's degree in architecture
2. Architectural license in State of Minnesota (or in process, with the ability to attain licensure within one year of date of hire)
3. A minimum of four years of experience in architectural design

Preferred Education and Experience

1. Commercial/Industrial experience in the following areas: Office/warehouse, manufacturing, tenant improvement (retail, restaurant, office)

Additional Eligibility Qualifications

Ability to successfully pass a background check and drug screening, per the requirements of our Safety Program.

EEO Statement

APPRO Development, Inc. shall provide equal access to and opportunity in its employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.