

## **POSITION DESCRIPTION**

**Discipline/Level (if applicable)**  
**Title (if applicable)**  
**Specialty Function**  
**Reports To**

**Architectural Design/Level 3**  
**Architectural Design**  
**Architectural Design**  
**Architectural Design Leader**

## **PRIMARY FUNCTION**

Responsible for the design and technical systems for small to medium sized projects from schematics through construction administration.

## **TYPICAL DUTIES**

- Responsible for building and system concepts and documentation process from schematics through construction administration phases within the discipline.
- Function as discipline team leader on small to medium sized projects when assigned.
- Responsible for overseeing project team members within their own discipline.
- Prepare and monitor project status reports.
- Conduct material and product research as required for project development.
- Prepare and document required code research for project.
- Attend project meetings as necessary.
- Interface with other discipline team leaders.
- Document interpretation and submittal reviews during bidding and construction administration.
- Monitor staff to produce quality architectural and engineering services within a project team concept.
- Perform other duties as assigned by the supervisor.

## **SKILL, KNOWLEDGE, EDUCATION AND EXPERIENCE**

- Bachelor's degree and licensure preferred.
- LEED Accredited preferred.
- Minimum four years' experience in A/E industry preferred.
- Good written and verbal communication skills, and strong organizational skills.
- Possess the ability to motivate and mentor staff, and delegate work assignments.
- Computer and CADD literate.
- Very detail-oriented, self-motivated, enthusiastic and flexible.
- Ability to work well with others under deadline situations.

## **PHYSICAL REQUIREMENTS**

- Capable of traveling to and from project sites for attending client, project and construction meetings.
- Ability to access existing and new project sites for observation, investigation and evaluation purposes.
- Ability to use equipment for communication and documentation purposes.
- Visual acuity to perform responsibilities.

**GENERAL NOTE:**

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of current job responsibilities, the right to revise the job or require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workload, time-sensitive assignments, or technological developments), may be required. **In addition, please refer to the Employee Handbook for specific policy and procedure information.**

01/01/06

Revised: 09/15/09