

Senior Architect or Project Manager

Job Summary:

The Senior Architect serves as project lead and manages the oversight and direction for all phases of projects from design through construction administration. This person has mastered general concepts, standards, and team dynamics as they relate to their assigned projects and takes on a lead role in collaborating with larger internal project team and external contacts.

Essential Functions:

1. Provides technical project direction for the project teams through all phases of projects including oversight of the development and coordination of drawings and specifications, including consultant coordination of projects.
2. Directs project and resource planning and establishes project timelines and budgets
3. Develops solutions for complex design problems, including program compliance, code compliance, and agency interface.
4. Responsible for project delivery, technical oversight, and coordination of project activities with clients, consultants, contractors, and staff, all while interfacing closely with market leadership.
5. Supports or leads the project team during construction administration.
6. Identifies and addresses issues affecting project delivery, budget, construction costs, schedule, and any risk management issues for the Firm.
7. Responsible for completing and maintaining code review and analysis through the completion of the projects.
8. Effectively works with the project team to address and find solutions for project-related issues for a variety of project types and sizes.
9. Manages the project teams to ensure the completion of the project within established timelines and budgets.
10. Manages potential client and consultant requested changes to scope of work; determines cause and effect to project budget and schedule on larger projects.
11. Develops proposals with assistance of PIC and/or Studio Leader for projects.
12. Responsible for the financial management of projects including the development and adherence to work plans, assisting the PIC with fee development, monitoring project financial status, developing mitigation plans when required, and managing monthly project financial tasks.
13. Ensures that The Lionakis Way standards for design, quality control, and production are followed.
14. Reviews and evaluates documents for accuracy and coordination with the project team.
15. Participates in all phases of the design process and has the ability to work on a variety of projects simultaneously.
16. Performs complete quality control reviews as appropriate.
17. Assists in the development of proposals with assistance of PIC and/or Studio Leader for projects.
18. Responsible for delegating tasks to staff as well as coaching and supporting staff's professional development.
19. Demonstrates excellent time management and organizational skills.
20. Is detail-oriented, collaborative, and proactive in completing work accurately and meeting deadlines.
21. Actively participates in market/studio project manager meetings and staffing processes.
22. Assists project team and market/studio leadership with other duties that may be assigned.

Knowledge, Skills and Experience:

Education and experience:

- Bachelor's degree in Architecture or equivalent and a minimum of 10 years architectural project experience
- Licensed architect
- LEED accreditation preferred

Skills:

- BIM/Revit
- MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Bluebeam

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