

## PROJECT ARCHITECT

Company: Abode Communities-Los Angeles Salary: \$100-\$110k Requirements: 12-18 years and CA Architect license

Under the leadership of the Principal Architect/SVP, Architecture and under the direction of Project Directors, the Project Architect will engage in the planning, design and production of documents for architectural projects, providing direction to the Job Captain and the Design/Technical Staff to ensure the successful delivery of architectural projects.

The core functions will encompass essential duties, such as direct contact with clients, the clients' consultants, and the architect's consultant team; review and monitor the projects' development to meet milestones and budget requirements; ensure the client's program requirements are accomplished; be involved in design, production, and construction administration. Exercise expertise in code analysis and provide direction to project design team; coordinate work with all consultants, vendors and stakeholders.

The Project Architect shall be design-minded and technically inclined with excellent writing and oral communications skills. Must be very organized, efficient and timely.

### **Core Functions**

1. Oversee the delivery of all architectural services with an emphasis on design excellence, quality control, and the delivery of a fully coordinated set of architectural and consultant drawings.
2. Plan and develop projects of medium to large scope and work with minimal supervision
3. Serve as the main professional within the design team to ensure a project is designed and planned to be of the highest level of quality permitted by the project budget and other project parameters
4. Initiate communication with all team members to coordinate the work of all disciplines
5. Responsible for interpreting, organizing, executing and coordinating project assignments
6. Oversee a design team comprised of job captains and designers to produce design documents and construction documents
7. Involved in the research of materials and systems necessary for the constructability and practical execution of an architectural project
8. Engaged in regular meetings with Project Directors to establish staffing needs and scheduling of production
9. Participate in regular project meetings with clients, city and public agencies, consultants and stakeholder
10. Manage project schedules and deliverables to meet established timelines and client expectations
11. Ensure that project is delivered within the established professional services fees by managing resources and project team
12. Assemble and/or coordinate the project specifications and ensure all consultants' specifications are successfully incorporated into the final project manual
13. Perform periodic reviews of design documents and construction documents as part of a quality control/quality assurance process
14. Responsible for innovative solutions and for the promotion of state-of-the-art systems, equipment and materials in relation to a building's use

### **Expertise**

- Proficient in code analysis, especially with regard to Type V, Type III and Type I construction, and capable of creating a code report to serve as a guide for developing the design of a project
- Experienced in the planning of multifamily affordable housing, and very knowledgeable of funding agencies requirements such as CTCAC, HCID, HACLA and other
- Knowledgeable of building materials and systems and able to develop construction details, especially with regard to building envelope, waterproofing, roofing systems, floor/ceiling assemblies, doors/windows, interiors, casework etc.
- Knowledgeable of basic structural systems and MEP systems to ensure proper coordination of the work produced by such disciplines
- Experienced in the preparation and submittal of entitlement packages for multifamily housing projects
- Experience in healthcare and educational facilities preferred but not required

Email resume and portfolio samples to [galiano@abodecommunities.org](mailto:galiano@abodecommunities.org)