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## Project Architect

At TSK, you will work with a highly creative, collaborative team dedicated to innovative problem solving and design excellence. Our Downtown Los Angeles office is in a growth mode and seeking an energetic self-starter to join us to work on a range of high profile client accounts for judicial, education, and commercial projects. Ideal candidates possess experience in the role, are willing and able to be team players, and enjoy a respectful and fun office environment. You should be very customer service oriented, as well as, task focused, diligent, and efficient. Comfortable in a fast-paced, dynamic environment and the ability to work on multiple tasks simultaneously are important qualities of our staff. [www.tska.com](http://www.tska.com)

### Position Summary

Responsible for development of technical drawings throughout all phases of a project, providing experiential and technical knowledge to solve design and construction issues, communicating priorities to both internal and external project teams, ensuring quality for work products, developing and enforcing Revit standards, assisting Project Manager in preparing and monitoring budgets and schedules, and implementing the project work plan. Interact with consultants and agencies. Ability to work with a team on larger projects.

### Minimum Requirements

- Education: Architectural degree from an accredited university.
- Experience: Minimum of seven (7) years experience in production and coordination of documents in all phases of architectural practice desired. DSA Experience desirable.

### Communication and Collaboration

- Listen and communicate effectively and professionally both verbally and in writing.
- Coordinate projects with team members and consultants for conflicts and discrepancies.
- Display willingness to make decisions; exhibit sound and accurate judgment; support and explain reasoning for decisions; include appropriate people in decision-making process; make timely decisions.

### Supervision and Delegation

- Ability to delegate assignments to support staff and always be respectful.
- Support supervisor in directing and managing assigned staff.
- May supervise and manage small teams.

### Documentation

- Has advanced knowledge and understanding of REVIT software.
- Proficient in development and documentation standards for design and construction drawings.
- Write meeting minutes, instruction bulletins, change orders, RFI responses, and professional correspondence for self-managed projects.
- Support design efforts and ensure the design intent is followed through all phases.
- Assist in preparation of outline specs and editing and coordination of master specs.

### Technical

- Demonstrate REVIT competency in advance commands of editing requirements, drawings set up for any type of project, management and use of all REVIT files and resolution of any related REVIT issues.
- Possess knowledge of best practices for implementing professional quality drawings.
- Understand technical terminology of the architectural and construction industry.
- Prepare complex plans, elevations, and details.
- Understand requirements/deliverables of all phases.



- Organize and generate set of working drawings, and fulfill requirements/deliverables of SD, DD, and CD phases.
- Coordinate with government agencies, utility companies and obtain plan check approvals.
- Help select appropriate materials, systems and develop all construction details and systems.
- Demonstrate thorough knowledge of the applicable building codes for independent code analysis and compliance.
- Review submittals, shop drawings, respond to RFI's, and prepare bulletins for changes.

**Submission**

Please email your cover letter, resume, and portfolio to [losangles@tska.com](mailto:losangles@tska.com)