



PROJECT ARCHITECT/PROJECT LEADER

Job Type: Architecture

Job Status: Full-Time

Location: Newport Beach, CA

tBP/Architecture (www.tbparchitecture.com) is a full-service architectural practice, recognized internationally as a leader in programming, planning, design and management services with a primary focus on Educational Facilities since 1952. Our offices in Newport Beach and Walnut Creek, California, represent a valuable resource of professional knowledge, talents and abilities which are provided to our clients with a personalized level of commitment.

Description

Project Architects/Leaders are capable of working on multiple assignments simultaneously. They properly assign work tasks, specific to the project work plan, and assure that the tasks are performed effectively and correctly. All work performed by a Project Architects/Leaders meet the standards of professional care.

Responsibilities

- Assists the Project Manager in developing the project work plan.
- Assist the Project Manager in preparing the project budget.
- Adheres to tBP/Architecture's Guide to Quality Control and Project Management.
- Adheres to tBP/Architecture's CADD Standards.
- Advises Project Manager of staffing needs.
- Leads the Project Team by working on and developing the construction documents, specifications and cost estimates.
- Performs code research and ensures compliance with all applicable codes.
- Collaborates with the Project Designer, and other team members, in developing and documenting appropriate construction detailing.
- Mentors less experienced project team members in the development of the documents.
- Conducts regularly scheduled team meetings to coordinate documents and communicate project progress relative to schedule and budgets.
- Coordinates the work and information with the consulting engineers and professionals assigned to the team.
- Adheres to the project schedule and the project budget.
- Collaborates with the specification writer to ensure coordination between the specifications, construction and bid documents.
- Assists the Construction Administrator with submittal reviews, RFI/Clarifications, change orders and project construction process.
- Assists the Project Manager in maintaining the project files from start-up through close-out.
- Maintains an on-going positive and productive relationship with all team members, consultants, agencies and the Client.
- Assists in Business Development by maintain positive relations with existing clients and marketing/interviewing for new projects as requested.
- Performs other duties as required.

Qualifications

- Architectural Degree (4-5 years) or equivalent working experience within an Architectural environment.
- Working experience with AutoCAD and Revit.
- Experience with various construction delivery methods such as Design/Bid/Build, Construction Management Multi-prime, Fast Track and Design/Build.
- Knowledge of and proficiency with building codes.
- Proven experience in motivating and inspiring others.
- Organizational skills and capabilities.

Please submit your resume to hcheng@tbparchitecture.com and include "Resume" in the subject line.