



Project Leader

Position Summary

The Project Leader is responsible for the architectural production needs of the residential studio. Must be proficient with Revit and AutoCad software to create, modify and maintain residential construction documents.

Essential Functions

- Responsible for plan revisions, creating new product (DDs) and managing the workflow of creating/maintaining construction documents (CDs), using Revit 2020 or later and AutoCad 2019.
- Responsible for reviewing projects and creating redlines for various projects.
- Responsible for managing the workflow from outside consultants in a timely and accurate manner.
- Responsible for reviewing drawings for quality assurance prior to all client or review board submittals. Ensure that plan corrections are made and all ARB comments are addressed before the next submittal.
- Responsible for the production workflow of multiple drawings and projects at the same time.
- Self-check own work for completeness, accuracy and meeting company standards.
- Work with conceptual sketches and scanned images from design team.
- Ability to assemble building CDs to use for permit and construction.
- Assist with client communications, which include fielding emails, calls and responses as deemed necessary/acceptable.

Skills and Abilities Required

- Proficient in Revit, AutoCad, Bluebeam Revu, MS Word, MS PowerPoint and MS Excel.
- Experience with Photoshop, InDesign, and/or Sketch Up preferred, but not required.
- Knowledge of Deltek/Ajera is helpful
- General knowledge of residential construction building codes.
- Must be detailed oriented and experienced with working in a challenging, fast-paced environment, while meeting deadlines.
- Ability to work with limited supervision; makes time for unplanned assignments; adapts to changing priorities.
- Respects all members; solicits other's opinions; supports and complies with team decisions; shares useful information.
- Must have excellent verbal and written communication skills.

Education and Experience Required

- Minimum Bachelor of Arts/Science Degree in Architecture from an accredited college or university.
- Three to Ten years of residential experience.
- Three or more years work experience under a professional licensed architect is preferred.
- State Architect Licensure not required, but would be helpful.