

Project Architect

Revised January 2006



Position Overview

Experienced and registered, the Project Architect is responsible for the design and day-to-day coordination and success of one or more projects to which he or she has been assigned.

Position Responsibilities

- Development of design concepts
- Directing of daily project activities, status and progress in all design phases
- Project budgets and schedules
- Code and zoning compliance
- Initiating and developing basic building systems and design details for the Production Team
- Overseeing the work and responsibilities of the Production Team and consultants
- Tracking fee budget allocation for Production Team
- Reviewing documents for completeness and accuracy, including "redline" check sets
- Material and color selections
- Writing Outline Specifications
- Answering inquiries from bidders and issuing addenda
- Supervising the administration of the project construction including PR's, CO's, Pay Apps. Etc.
- Performing or assigning site observation and field reports
- Coordinating review of shop drawings and submittals
- Client satisfaction
- Development and preparation of Design Development drawings and Construction Documents
- Develops, issues and maintains "cartoon" mini set of project
- Schedules and directs the Production Team
- Initiating and developing technical design concepts and details for the Production Team
- Coordinating Consultant issues, drawings and progress
- Coordinating material selections with Specification Writer

Offices in Minnesota and Florida

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Qualifications

Qualifications include an architectural degree with 5 - 7 years post-registration experience. Strong computer skills in Microsoft Excel, Word & Outlook and AutoCAD proficiency required with additional ADT experience a plus.