

**Job Title:** Project Architect  
**Department:** Philly Architecture  
**Date:** October, 2017

**Position Summary:**

Licensed architect who is competent in all standard aspects of architecture. Performs work requiring independent judgment in design, building systems, documentation and construction. Independently solves problems encountered on standard projects. Works with the Project Manager on project plans, schedules and staffing. Receives guidance on unusual or complex issues.

**Responsibilities:**

- Works with the project team to develop building design and design implementation.
- Manage team and project coordination/communication; including coordination/communication with structural, MEP, landscape, civil and other consultants
- Work with the JDavis team and consultants to ensure that construction documents accurately interpret the intended design.
- Resolve complex technical and design issues with the team to produce technically sound and constructible solutions.
- Direct production of drawings and specifications.
- Work with local jurisdiction and permitting official during permitting and construction.
- Direct construction administration; construction observation, contractor communication, coordinate with consultants, and administer construction contract.

**Qualifications:**

- Licensed Architect
- 6 to 8 years of related experience
- Proficiency in Revit, AutoCAD and Sketch-up
- Working knowledge of building codes, standards and building systems
- Ability to understand how buildings are constructed and to create construction documents that succinctly describe the work to be done
- Strong communication and relationship-management skills.
- Desire to mentor junior staff

**Education:**

- Bachelor's or Master's degree in Architecture.