

**Status:** Exempt

**Reports To:** *Department Manager*

### **Job Description**

High level management position requiring a high degree of independent decision making and professionalism. Within the authority limits delegated by the Department Manager, is expected to be capable of assuming complete responsibility all essential functions and responsibilities. Directs, coordinates, and exercises functional authority for planning, organization, control, integration, and completion of assigned projects. Demonstrates advanced technical knowledge in architecture discipline and broad knowledge of architectural/engineering systems, architectural/engineering calculations, applications of architectural/engineering and construction methods, and architectural/engineering application of computers.

### **Typical Duties:**

*Typical duties will include but not be limited to the preparation and/or modification of the following:*

- Project controls, cost estimates, quantity takeoffs and manpower requirements for proposals, forecasts and change orders.
- Project status and financial reports, and initiation of any necessary corrective actions.
- Proposals as assigned by Department Manager.
- Drawings, specifications, calculations, charts and graphs.

### **Essential Functions:**

*Responsibilities will include but not be limited to the following:*

- Responsible for planning, scheduling, conducting and coordinating the technical and management aspects on assigned projects.
- Assist is discipline personnel assignments to projects.
- Review and approve technical design phases of projects.
- Ensure effective communication and coordination on assigned projects between all disciplines and parties.
- Resolve disputes and conflicts related to assigned projects and Clients.
- Review and approve all Client invoices on assigned projects.
- Accountable for the quality of service and profitability on assigned projects.
- Extensive and independent contact with Clients, vendor's representatives and project field personnel.
- Interact and negotiate with Client project representatives.
- Maintain regular contact with all assigned project Clients, including the best possible development of personal relationships, and strive to keep Client satisfaction at a high level.

- Develop a quality relationship with assigned Clients and analyzes Client circumstances to recognize new business opportunities.
- Demonstrate a knowledge of the application of architectural/engineering to facility constructability as applied to construction methods and materials, and the economics involved.
- Perform assignments independently with instruction as to the general results expected, and with guidance from Department Manager and/or architectural/engineering specialists on unusual or complex problems.
- Provide technical direction and on-the-job training to Drafters, Designers, and Engineers.
- Direct and/or participate in jobsite visits, Client meetings, and presentations.
- Keep Department Manager informed of all circumstances that could affect projects or Clients.
- Keep abreast of technological developments.
- Attend technical and professional society meetings and seminars.

**Education/Experience:**

- Bachelor's degree in Architecture, and over seven years of multi-discipline experience; or
- Master's degree in Architecture, and over six years of multi-discipline experience; or
- Minimum fifteen years of comprehensive engineering experience; advanced technical knowledge in architecture is preferred; or
- Equivalent combination of education, training and experience.

**Skills and Special Requirements/Licensing:**

- AutoCAD.
- BATC Safety Training.
- Thorough knowledge of Uniform Building Code (UBC), Title 24, and Americans with Disabilities Act (ADA).
- Excellent computer skills in Microsoft Suite.
- Licensed Architect, California.
- Pre-employment drug and alcohol screening.
- Background screening including previous employment, education, criminal history, and driving record.

**Work Environmental & Physical Demands:**

The characteristics described below are representative of those encountered while performing the essential functions of this position. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

- While performing duties of this job, would occasionally be required to stand, walk, sit, reach with hands and arms, climb or balance, stoop or kneel, talk and hear, and use fingers and hands to feel objects, tools or controls.
- Must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required include close vision, distance vision, depth perceptions, and the ability to adjust focus.
- Overtime may be necessary as workload's dictate. This may include weekdays, weekends and/or holidays.
- Job will generally be performed in an office environment, but may require travel to and visit a Client's office, production facility or industrial/construction job site. Conditions will vary at each location, but the conditions listed above will generally apply.
- May be assigned to work at a Client's office, facility or site for an extended period of time. Conditions will vary at each location, but the conditions listed above will generally apply. When performing outside Eichleay's office, appropriate safety training and safety equipment will be provided by Eichleay and/or Client as required.