

### Job Description

**Job title:** Architect or Project Manager

**Reports to:** Director of Design & Construction Services

**Company:** Travois Design & Construction Services

**Summary:**

The candidate in this position is responsible for managing or contributing to design and construction projects taken on by the Design & Construction Services Department of Travois, Inc. This individual will take the lead in managing projects and clients from all points in the design and construction process, including but not limited to; research and planning during the schematic phase, design development, creating construction estimates, coordination of final drawings and specifications sets and regular construction oversight during the building phase.

The candidate in this position will report to the Director, but will work in close contact with the rest of the Travois Design team and other Travois departments to facilitate smooth and timely completion of projects while also coordinating LIHTC requirements.

Note: This job requires travel. Approximately 20% of time will be spent out of office traveling to clients across the country in order to market, provide preliminary design services (charettes), attend construction meetings and conduct construction monitoring of work-in-place.

**Duties and Responsibilities** include the following. Other duties may be assigned.

- 1) Participate in the creative design process, providing input for new design clients, researching products, building methods or other green building techniques that can be applied to our affordable housing projects.
- 2) Prepare project drawings from preliminary/schematic stages through construction documents, as needed.
- 3) Assist the Director when needed to market and/or present design proposals to potential clients.
- 4) Coordinate with outside consultants as needed (Engineers, Surveyors, Asbestos/Remediation Consultants)
- 5) Create accurate construction budgets based on completed designs, utilizing RSMean or other cost estimating software.
- 6) Create specification documents based on completed designs, utilizing MasterSpec template documents.
- 7) Construction management – assist during bid process, respond to contractors inquiry, work with client to prepare contract documents
- 8) Participate in regular site visits (travel required) to provide work in place inspection services on design projects and other contracted inspection clients.
- 9) Participate in regular construction conference calls with client and other members of construction team to monitor construction progress.
- 10) Complete and coordinate other construction related LIHTC requirements: State reports, Capital Needs Assessments and Investor related plan reviews.

**Skills:**

- Oral and written communication
- Confident public speaking

- Client service and client relations
- Time management and organization, multitasking
- Competent/experienced with Autodesk/AutoCAD drawing software
- Proficiency in operating MS Office software – Word, Excel.

**Required Experience:**

- Bachelor's or Master's of Architecture Degree from a NAAB-accredited architecture school
- Completed the Intern Development Program under a licensed architect
- Current National Council of Architectural Boards (NCARB) Certificate
- Maintain a State Architectural License in good standing (preference for licensure in multiple states, including MO)
- If not licensed as described above, Project Manger must have a minimum of 5 years or relevant experience managing all aspects of the design process as outlined in this job description.
- Experience with residential or multifamily housing design is preferable, particularly affordable housing. Also desirable; experience with designing for Native American clients.
- Experience with green design, particularly LEED programs as they relate to residential design.
- Residential Building Inspector License (through ICC) or other residential construction inspection experience. \*This requirement may be fulfilled through training/testing while employed, but will need to be met within the initial 90 day period for continued employment.

**Physical Requirements of the Job:**

- Ability to sit at a desk working for extended periods of time during the work day.
- Ability to communicate verbally, in person and by telephone with colleagues and customers in the office and around the country.
- Ability to use the computer and communicate via the internet with colleagues and customers in the office and around the country.
- Ability to travel by airplane and drive a car to client sites.
- Ability to walk around client sites doing inspections of LIHTC projects and visiting clients' offices.

This job description should not be considered all-inclusive. It is merely a guide of expected duties. The employee understands that the job description is neither complete, nor permanent and it may be modified at any time. At the request of the supervisor, an employee may be asked to perform additional duties or take on additional responsibilities without notice.

I acknowledge receipt of a copy of this job description.

Employee name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Employee signature: \_\_\_\_\_