



Job Description

Job title: Architect or Project Manager
Reports to: Director of Travois Design
Company: Travois Design & Construction Services

Date: July 2022
Job Type: Full Time
Location: Kansas City, MO

About Us: Travois is a certified B Corporation that helps Indigenous governments and businesses across the United States build safe, affordable homes and create good jobs in thriving communities. We do this by providing financial consulting, architectural services, and compliance 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. Requirements for the position include a bachelor's degree or Master of Architecture degree, completion of the Intern Development Program and current NCARB certificate. If not licensed, Project Manager 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 preferred.

If you're self-motivated, results-driven and enjoy working on a collaborative, cohesive team we want to hear from you!

Travois offers a generous benefit package. Employees receive a 10% contribution to their 401(k), employer paid health care, 12 weeks paid parental leave, unlimited PTO and more.

Benefits:

- 401(k)
- Dental insurance
- Flexible schedule
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Unlimited Paid time off
- 12 weeks Parental leave
- Professional development assistance
- Tuition reimbursement
- Vision insurance

Travel:

- Requires an estimated 25% of the time or approximately 1 trip, 3-5 days per month for client and project site visits, industry conferences.

Supplemental Pay:

- Potential for Bonus pay tied to the business' profitability

COVID-19 considerations:

- Vaccine requirement for all staff.

Education and Experience:

- Bachelor's degree or Master of Architecture Degree from a NAAB-accredited architecture school
- Completion of 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 Manager 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 desirable.

Duties and Responsibilities:

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 RSMMeans or other cost estimating software.
6. Create specification documents based on completed designs, utilizing 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 and Competencies:

- Excellent oral and written communication skills

- Confident public speaking
- Strong individual initiative and commitment to excellence
- Excellent client service and client relations
- Planning and project management skills, including effective time management, multi-tasking, organization, and problem solving
- Competent/experienced with Autodesk/AutoCAD/Revit drawing software
- Proficiency with relevant computer and software tools including Microsoft Office, Salesforce, Asana, and Prezi.
- Valid driver's license
- Ability to work from home if necessary

Physical Requirements of the Job:

- Ability to sit or stand at desk working for extended periods of time during the workday
- Ability to communicate verbally, in person and by telephone, with colleagues and customers in the office and around the country
- Ability to use a 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 work sites, ability to visit client sites doing inspections of LIHTC projects and meeting in clients' offices

Work Schedule:

Monday - Friday, 8 a.m. to 5 p.m. Additional hours will be required depending on required travel and deadlines. We have flexible scheduling and unlimited PTO and work from home opportunities after initial training and onboarding period and with approval from department supervisor.