

## Project Leader

### Position Summary

The Project Leader is responsible for the architectural production needs of the residential studio. Must be proficient with Revit and AutoCad software to create, modify and maintain residential construction documents.

**Reports To:** Project Manager

### Essential Functions

- Responsible for plan revisions, creating new product (DDs) and managing the workflow of creating/maintaining construction documents (CDs), using AutoCad Architecture 2016 and Revit Architecture 2019 or later.
- Responsible for reviewing projects and creating redlines for various projects.
- Responsible for managing the workflow from outside consultants in a timely and accurate manner.
- Responsible for reviewing drawings for quality assurance prior to all client or review board submittals. Ensure that plan corrections are made and all ARB comments are addressed before the next submittal.
- Responsible for the production workflow of multiple drawings and projects at the same time.
- Self-check own work for completeness, accuracy and meeting company standards.
- Work with conceptual sketches and scanned images from design team.
- Ability to assemble building CDs to use for permit and construction.
- Assist with client communications, which include fielding emails, calls and responses as deemed necessary/acceptable.
- Assist with the development and quality assurance of Revit standards. This includes, but is not limited to, template maintenance, family creation, and graphic standards deemed acceptable/necessary. This requires constant communication with the Project Manager or BIM Manager/Team.

### Skills and Abilities Required

- Proficient in Revit, AutoCad, MS Word, MS PowerPoint and MS Excel.
- Experience with Photoshop, InDesign, and/or Sketch Up preferred, but not required.
- Knowledge of Deltek/Ajera is helpful
- General knowledge of residential construction building codes.
- Must be self-motivated and able to manage workflow by oneself.
- Must be detailed oriented and experienced with working in a challenging, fast-paced environment, while meeting deadlines.
- Must be willing to make time for unplanned assignments and adapt to changing priorities.

- Respects all members; solicits other's opinions; supports and complies with team decisions; shares useful information.
- Must have excellent verbal and written communication skills.

#### **Education and Experience Required**

- Minimum Bachelor of Arts/Science Degree in Architecture from an accredited college or university.
- Three to Five years of residential Revit experience.
- Two or more years work experience under a professional licensed architect is preferred.
- State Architect Licensure not required, but would be helpful.