
Position Description Summary

We are looking for a Project Architect I in the Los Angeles area with airport experience. Responsibilities include: Under direction, perform all phases of architectural work including planning, site analysis, feasibility, drawings and preparing diagrams for construction projects, and other professional architectural duties.

Essential Job Duties

- Have strong visual awareness and an eye for detail
- Research and evaluate project requirements, building code and zoning regulations and site data to develop recommendations on the feasibility of a project
- Have good drawing skills, with the ability to work in three dimensions (3D)
- Produce drawings
- Prepare diagrams illustrating spatial relationships and functional adjacencies
- Prepare site analysis diagrams to document existing & proposed conditions, features, infrastructure and regulatory requirements
- Collect, organize and analyze data and develop Microsoft Excel format spreadsheet
- Participate in project coordination and review meetings to identify interfaces and coordination requirements
- Assist in the development of high level project budgets, estimates and schedules
- Have excellent written and verbal communication skills
- Prepare presentations
- Manage multiple projects
- Coordinate project(s) with and present to internal and external stakeholders
- Assist all aspects of the planning phase of a project
- Assist with project administrative requirements and may deem necessary
- Provide periodic information on current and forecast activity quality, schedule and costs

Hardware/Software Knowledge

- Proficiency in AutoCAD (currently using 2016)
- Proficiency in Microsoft Office particularly (Microsoft Excel and PowerPoint)
- Familiarity with in Autodesk Revit Architecture is a plus but not required
- Familiarity with GIS Platform is a plus but not required

Professional Experience Level/Other Qualifications

- One to three years or more of design, project management experience on complex building project(s)
- Experience with planning of projects
- Some experience, initiative, judgment and ability required to assume leadership of multidisciplinary architecture and engineering project terms

Education/Training

- Bachelor's or Master's degree in Architecture

Element-Specific Requirements/Notes

- May assume other duties as required/needed
- May work overtime
- May be required to work various shifts as needed

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