

Project Architect Job Description

Duties and Responsibilities:

- Oversee the development and implementation of architectural designs for a project
- Coordinate the activities of a project design team to ensure timely and cost effective completion of construction
- Contact clients to offer proposals for a project design and construction management
- Provide clients with recommendations on building code requirements, zoning and material specification
- Supervise project design operations to ensure compliance with established specifications and standards
- Sign contracts and seal construction documents and payment applications
- Maintain project quality control by reviewing and making necessary adjustments on shop drawings
- Develop and implement policies for production of construction documents, architectural designs, and procedures for construction
- Carry out cost estimates to determine the budget required for project materials, equipment, and labor
- Handle administrative and non-technical functions while working on small scale projects
- Maintain an up-to-date knowledge of architectural project procedures and standards
- Motivate and mentor the project design and development team to ensure timely and effective completion of projects
- Prepare, develop, and adjust project models, diagrams alongside a project manager
- Prepare construction documents to contain building code requirements, floor plans, and elevation
- Present periodic reports to clients to update them on the progress of a project.

Project Architect Requirements – Skills, Knowledge, and Abilities

- **Education and Training:** To become a project architect, you require a Bachelor's or Master's degree in architecture. You also require at least 6-8 years of experience as an architect. Projects architects are usually required to pass the Architect Registration Examination in order to obtain license for practice
- **Communication Skill:** Project architects are able to interact with project managers, clients, and design personnel to identify and achieve project objectives
- **Management Skill:** They direct and coordinate project design and construction operations to ensure effective and timely completion
- **Team work Ability:** Project architects are adept at working with a team of project design and technical personnel to achieve a common goal.