

October 14, 2021

PROJECT ARCHITECT

Snow Kreilich is currently seeking a Project Architect focused in Construction Administration. In our studio, this staff position is responsible for the execution of design excellence and development of all aspects of construction documentation and administration. We have an ongoing need for an Architect with strong technical skills in documentation and detailing that has an interest in administering the design through construction completion, advocating for design excellence.

Responsibilities

- **Construction Administration (Primary)**
 - Extreme organizational skills to manage variable timing of incoming requests from constructors
 - Understanding of various delivery methods and contractual responsibilities
 - Submittal Review across all scopes of construction
 - Decisive responses to Requests for Information with clear written, diagrammatic, and annotative support
 - Issuance of Addenda, Bulletins, and Proposal Requests
 - Field Observation and Reporting
 - Maintaining logs of all project communications through spreadsheets and various Electronic Project Management platforms
 - Represent SKA in Owner-Architect-Contractor progress meetings
- **Construction Documentation**
 - Execute standards for project delivery focused on project documentation, detailing and technical specifications
 - Coordinate the work of all project team members
 - Manage the work of diverse consultant teams
 - Knowledge of state-of-the-industry building standards and finishes
 - Mastery of document package issuance and revision protocols
- **QA/QC**
 - Coordinate internal and external reviews, allowing time for multi-faceted document review and back-check.
- **Code compliance**
 - Execute compliance with local and national building codes
 - Knowledge of local zoning codes and familiarity with the entitlement process
 - Incorporate ABAAS standards into all facets of project design

Qualifications

- Licensed Architect
- 10 years practical experience in commercial construction administration and/or architecture
- Able to travel 3-5 days per month
- Revit Proficiency

Snow Kreilich Architects offers a competitive salary and benefits including health & dental care, disability, and life insurance, 401(k) plan, and continuing education.

Please email your cover letter, resume, portfolio, and salary expectations (as one compiled PDF up to 5 MB) to mail@snowkreilich.com with "LastName_Project Architect" in the subject line.

About Us

Snow Kreilich Architects is a nationally recognized, award-winning architectural firm in Minneapolis, Minnesota. The studio focuses on producing architecture that performs against multiple measures of design success, including sustainability, equity, economy, and beauty.

www.snowkreilich.com

Snow Kreilich is an Affirmative Action, Equal Opportunity Employer.