

**BBS Architects | Engineers**  
**Position Description**

Position Title: Sr. Architect (Architect III)  
Department: Architecture  
Reports To: Matt Cole  
FLSA Status: Exempt  
Prepared Date: 7/27/2018

**SUMMARY**

Plans and develops projects with varying complexities, executes and coordinates projects and may oversee a staff of architects and engineers to successfully deliver projects.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Consults with client to determine functional and spatial requirements of new structure or renovation, and prepares information regarding design, specifications, materials, color, equipment, estimated cost, and construction time.
- Collaborates with staff and outside consultants and vendors to produce an integrated design solution.
- Identifies and analyzes the client's needs and goals including design objectives, spatial requirements, and life, safety and building code requirements.
- Maintain detailing and production document skills via Building Information Modeling tools (Revit).
- Prepares documents for bidding and negotiation. Assists with bidding and construction contract award.
- Performs construction administration services. Reviews and approves contractor submittals, performs and documents site visits, performs contract closeout duties.
- Retains effective Management skills and the ability to build and maintain strong client and partner relationships.
- Maintains communication with Partner-In-Charge regarding project and office development and/or concerns.
- Engages actively in mentoring and development of less experienced staff.
- Takes initiative to develop and improve office standards and procedures related to responsibilities noted above.

- Other duties may be assigned as necessitated by changes in the project or business.

### **QUALIFICATIONS**

To perform successfully, an individual shall be able to perform each essential duty satisfactorily. Excellent communication and organizational skills are essential. Should also be able to effectively present design solutions, prepare accurate documents, and establish priorities and exhibit good time management skills. An individual must possess creative, problem-solving skills and be able to completely analyze problems and present appropriate design solutions.

Knowledge in commercial design and construction including; programming, space planning, design, detailing, specification, construction administration within ADA and building code requirements is required.

Proficiency in Revit 2017 or higher, MS Word and Excel are also required.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree in Architecture from an accredited University (minimum). Master's degree preferred. Ten or more years of post-registration experience as a Licensed Architect required.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Licensed Architect in the State of Iowa. If not licensed in Iowa, but licensed in another State, must meet all requirements to become licensed in Iowa within six-months of hire date. LEED AP accreditation preferred.

### **OTHER**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. BROOKS BORG SKILES ARCHITECTURE ENGINEERING LLP is an equal opportunity employer.