

JOB POSTING
PROJECT ARCHITECT
Job #2608

ABOUT HKIT ARCHITECTS

HKIT Architects is a design firm based in downtown Oakland which has been servicing the Bay Area for over 75 years. The firm is known for its work with TK-14 educational facilities, affordable housing, senior living, and other community-based work. Our mission is to create meaningful, sustainable environments through beautiful and functional design that strengthens communities.

We encourage qualified applicants to apply to join our dynamic, diverse mid-sized firm of professional staff dedicated to supporting our mission.

For more information view our website: www.hkit.com

POSITION SUMMARY

The position requires a highly motivated, organized and technically minded individual with a minimum of 8-15 years of project architect experience. Candidates must combine technical problem-solving skills with excellent communications skills, and a collaborative approach in working with the client, design team, consultants and contractor.

POSITION RESPONSIBILITIES

- Manage the design, detailing, research and full documentation on projects, providing expertise across multiple projects.
- Oversees agency approvals.
- Mentors less experienced junior staff
- Act as liaison between project management, other in-house team members, including specifications writer as well as outside consultants.
- May participate in construction administration duties such as
 - Act as a liaison between design team, inspector of record, contractors, client and client's consultants
 - Represent firm at weekly OAC meetings
 - Perform on site observations of construction progress and write field reports
 - Assist in the review and response to shop drawings, submittals and RFI's, issuing of ASI's, including drawings and specification revisions as required.
 - Assist in the review and processing of construction change orders and pay apps.
 - Participate in the resolution of construction Issues.
 - Make substantial completion observations, prepare punch list of deficiencies and perform other close-out activities.
 - Overall quality control in the construction administration phase.

QUALIFICATIONS AND SKILLS

- Bachelor or Master of Architecture from an accredited school
- California Licensed Architect required.
- Minimum of 8-15 years of experience.
- Proficiency in Revit, AutoCAD, Bluebeam Revu, Adobe Acrobat, Microsoft Word and Excel.
- In-depth understanding of contract documents and specifications, material research & development.
- Experience in conceptual, schematic, design development, construction documents, and construction administration.
- Able to detail complicated building elements
- Experience with TK-14 public school, affordable and/or senior living construction in California
- Experience with Division of the State Architect.
- Knowledge of Building and Life Safety Codes and Construction Standards.
- Self-motivated, team-oriented, adaptable to a fast-paced environment.
- Valid driver's license and insured personal vehicle required to travel to job sites.

COMPENSATION AND BENEFITS

The annual salary range for this role is \$100,000 - \$130,000. HKIT Architects offers rich benefit offerings for eligible employees including medical, dental & vision insurance, life, LTD & STD insurance, FSA, 401k, and pet benefits.

HOW TO APPLY

Interested applicants should send a cover letter, resume and portfolio to careers@hkit.com. Subject must include **Job # 2608 and applicants first and last name (i.e., Job #2608 Jane Doe)**.

No calls or third-party recruiting firms/consultants please