



ARCHITECTURE  
ENGINEERING

## Architect - Department Head

**Basic Function:** Oversee and direct the efforts for Architectural work in our Newark, Delaware office.

**Essential Duties/Responsibilities included, but not limited to:**

- Develop an architectural presence and marketing of architectural work, oversee project design, production, and staff
- Coordinate and schedule workload within the office and with other offices of the firm
- Create leads for new work prospects and maintain previous relationships for continued work
- Responsible for leading an entire architectural project, from budget to implementation
- Consult with client to determine client's needs and wants
- Apply sound and diverse knowledge of architecture principles and practices in broad array of assignment and related fields
- Use of advanced techniques and modification of theories, precepts, and practices

**Qualifications/Skills:**

- Ability to lead and motivate staff members efficiently and effectively
- Strong interpersonal, collaboration, and communication skills
- Good visualization, organization, and critical thinking skills
- Demonstrated ability to work in a deadline-driven, demanding environment
- Proficient in the use of Microsoft Office products (Word, Excel, Projects, etc.)

**Education/Experience:**

- Bachelor of Architecture (BArch)
- Must have Revit experience
- 10+ years of experience

**Certifications/Licenses Required:**

- Professional License

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to; use hands to handle or feel; reach with hands and arms; stoop; kneel; bend; sit; crouch; and talk; and hear. The employee is required to sit for a substantial amount of time. The employee must be able to lift and/or move at least 10lbs occasionally (overhead, waist level) from floor. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

Requirements, skills, and abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of this position with or without reasonable accommodation. In no instance, however, should the duties, responsibilities, and requirements be interpreted as all-inclusive. Additional functions and requirements may be assigned as deemed appropriate. Duties, responsibilities, and activities may change at any time with or without notice. This is an exciting opportunity for a self-starter to develop and grow an office in conjunction with the firm as a whole.

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