FORGE

PROJECT ARCHITECT

COMPANY

FORGE is an architectural and interior design firm that has served the San Francisco Bay Area since 1980. FORGE's 30-person staff delivers a wide range of talent and experience while maintaining the personalized service of a smaller firm. By adapting our approach and processes to suit the needs of our clients, we can produce large and small-scale projects in equal measure. We offer full-service architectural design and documentation for ground-up construction, adaptive reuse and retrofit, and expansion of existing facilities as well as comprehensive interior design for both end-users and building owners. We emphasize the stakeholder experience, founded on mutual understanding and trust, as the basis for success.

CORE VALUES

At FORGE, we measure performance based on industry knowledge and application as well as follow through on the company's core values. Our most successful projects have been the result of quality client relationships. Growth and advancement will demand constant challenge and frequent change. However, the following values we share will remain intact: entrepreneurship, balance, development, judgement, and stakeholder experience.

ROLE & RESPONSIBILITIES

The Project Architect's primary focus is to assist and lead the team in the development of aesthetic and technical design of a project. Roles and responsibilities include:

- Conduct architectural studies, develop design criteria, and prepare reports, calculations, and detailed design
- Prepare material, write construction specifications, and prepare detailed construction documents
- Collaborate with consultants, contractors, and owners in a proactive integrated project-delivery process throughout all project phases, including design, construction and delivery
- Coordinate and monitor the activities of project staff to ensure deliverables are met
- Maintain awareness of scope, schedule, budget, and status of all assigned projects
- Develop and maintain client relationships
- Assist with the preparation of proposals
- Participate in the presentation of plans and documents to authorities for land use, zoning, and permit approvals
- Ensure quality control throughout the life of the project
- Support, direct, and mentor staff within a team building atmospher

QUALIFICATIONS

- Bachelor's or Master's Degree in Architecture
- License required
- 7-10 years experience
- Excellent graphic, organizational, time management, written and verbal communication skills
- Demonstrated experience and readiness to lead the technical details of projects
- Advanced knowledge of building systems, sustainability, MEP systems and basics of structural
- Strong 3D technical capabilities and experience using REVIT, AutoCAD, and Enscape
- Team player with a positive attitude!

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