

Job Description

Position: Architect II

Reports to: Director of Architecture

Company/Department: Travois Architecture

Job Type/FLSA Status: Full-time/exempt

Location: Kansas City

Position Summary

The Architect II is responsible for leading Travois projects in all phases of design, from concept through construction. This role involves preparing detailed construction documents, coordinating with consultants, and managing all portions of the project. This role requires a strong understanding of architectural principles, attention to detail, construction methods, project coordination, and the ability to work both independently and collaboratively.

Positional Duties/Responsibilities

1. Basic Duties:

- Collaborate and coordinate with clients, consultants, and contractors.
- Collaborate with members of the Affordable Housing, Asset Management, New Markets, and Business Development teams to drive project innovation and success.
- Ability to read, correct, and interact with construction documents.
- Ability to integrate sustainable design principles into architectural projects, ensuring that all designs promote energy efficiency, resource conservation, and environmental responsibility.
- Able to handle workflow of multiple projects.
- Represent the company at industry events.
- Provide leadership including professional development, coaching and mentoring of staff.
- Manage and oversee any design professionals assigned to the project team, fostering collaboration and assigning day-to-day tasks.
- Act as the primary client liaison. Ability to effectively communicate design ideas, project timelines, budgetary considerations, and any other relevant information to ensure client satisfaction and project success.
- Manage project scheduling, ensuring project milestones are completed on time.

2. Project Size and Complexity:

- Manages Multiple projects of small to moderate size and complexity, coordinates all aspects of assigned projects.

3. Schematic, Design Development and Construction Documents Phase:

- Collaborate with clients to understand their requirements, program, preferences, and aesthetics to establish project goals, & objectives to be used during the design development. Understand any cultural requirements or preferences that should be considered in designs.
 - Maintain comprehensive understanding of design requirements and regulatory commitments associated with Low-Income Housing Tax Credits (LIHTC) and other relevant project funding sources, while integrating these parameters into the overall project design.
 - Direct and coordinate the production of schematic, design development, and construction documents, including drawings and specifications.
 - Analyze, research, and ensure that architectural designs comply with applicable building codes, accessibility standards, regulations, and funding commitments.
4. Bid Phase:
- Conduct research on local contractors, promote the project, and execute targeted outreach to maximize visibility and ensure wide contractor participation during the bid process.
 - Responsible for managing project bid phase, including distribution of bid documents, conducting pre-bid conferences, issuing bid addenda, conducting the opening of the bids, and documenting and distributing the bidding results, as directed by the Owner.
 - Assist the Affordable Housing department in navigating the financial closing process, ensuring all necessary approvals and documentation are in place to clear the project for the start of construction.
5. Construction Administration Phase:
- Understand schedule commitments, funding deadlines, and occupancy requirements during the construction period, actively monitoring progress to meet project milestones.
 - Review, evaluate, and respond to contractor RFIs, submittals, shop drawings, and change orders during the construction administration phase.
 - Conduct periodic construction site visits and document site observations and project progress in monthly reports.
 - Responsible for reviewing and certifying the Contractor's Certificate for Payment.
 - Manage project close-out procedures and documentation.
6. Perform other duties as assigned.

Travois Core Competencies

1. Keep management informed about any issues affecting the organization or their responsibilities.
2. Engage in continuous learning opportunities and seek independent solutions.
3. Manage and properly respond to internal and external correspondence through excellent oral and written communication skills.
4. Seek, receive, and apply feedback to improve performance.
5. Promote a culture of service.
6. Promote cooperation and effective relationships.

7. Promote an inclusive, welcoming, and diverse climate.
8. Exhibit resourcefulness, independent action, and professional judgment that is position-appropriate.
9. Act responsibly and take ownership of own behavior, actions, and decisions.

Minimum Requirements, Abilities and Expectations

Education requirements:

- Bachelor's or Master's of Architecture Degree from a NAAB-accredited architecture school

Position-specific requirements:

- Current National Council of Architecture Boards (NCARB) Certification and a minimum of one state architectural license in good standing.
- Minimum 6 years of relevant postgraduate architectural experience.
- At least three years of experience at Travois at current position with increasing responsibilities and independence (Exception if new hire).
- Experience with single-family or multifamily residential housing design, particularly affordable housing.
- Experience with sustainable design & various green building certifications.
- Superior knowledge of Tribal LIHTC development, including experience with the application, closing, and construction stages of at least 4 projects in multiple states. (Exception if new hire).
- Revit, Bluebeam, Sketchup and Adobe Creative Suite software experience is required.
- AutoCAD and Enscape software experience is preferred but not required.

Travel requirements:

- Typically travel is one trip or 2-5 days per month, although at times additional trips may be required.
- Travel may be required on short notice, but generally, trips will be planned in advance.

General requirements:

- Must have the ability to problem solve and think independently.
- Demonstrated ability to develop and maintain effective ongoing relationships.
- Strong planning, organizational, and time management skills.
- Professional integrity and sense of responsibility and accountability.
- Proficient with Microsoft Office, Adobe Acrobat, Internet applications, Salesforce, Asana, Prezi, and/or related software.

Physical requirements:

- Ability to sit or stand at a desk working for extended periods during the workday
- Ability to communicate verbally, in person, and by telephone, with colleagues and customers in the office and around the country
- Ability to use a computer and communicate via the internet with colleagues and customers in the office and around the country

- Ability to travel by airplane and drive a car to work or client sites
 - Ability to walk around client sites or construction sites
 - Ability to lift and carry materials up to 25 lbs. for conferences and training events
- Please note: We will provide reasonable accommodations to qualified individuals with disabilities to ensure they can perform the essential functions of the job.

Mission, Vision and Values

Our mission is to help our clients create communities where every family has a safe home and every person has a good job.

See our Mission, Vision and Values here: <https://travois.com/about-us/our-story/>

Travois is an Equal Opportunity Employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills, and experiences within our workforce. Our employees are offered competitive compensation, health and welfare benefits, paid time off, and professional development opportunities.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. Management has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.