

Job Title: Project Architect	Job ID #: TBD
Direct Reporting : Vice President Architecture	FLSA Status: Exempt (Full-time, salaried)
Department Name : Architecture	Business Unit: 212

Job Summary: The Project Architect leads and manages the coordination of architectural, interior design, landscape, and engineering design concepts for each assigned project. This individual has overall project documentation coordination responsibility for a variety of projects or project teams.

Key Responsibilities

- **Project Management:** Manages the interface between disciplines and project leadership ensuring the distribution of record drawings and projects are delivered on schedule, on budget, and at a profitability goal.
- **Client Relationship Management:** Leads communication around design of the project with the client and alignment with client’s goals.
- **Compliance:** Ensures alignment and adherence to applicable codes, ordinances, regulations governing the design and construction of the projects, and may represent or act as the Architect of Record.

Values	Description
Commit to Excellence	I set high standards for myself and have an attitude to deliver high quality products and services in all that I do for my clients, colleagues, and community.
Be the Client’s Choice	I earn my clients’ trust by treating clients as priorities and creating long-term partnerships with shared success.
Apply Creative Thinking (ACT)	I create an atmosphere that values the application of new ideas, processes, or concepts that make ERDMAN better for my teammates and my clients.
Be All In	I am emotionally invested in ERDMAN and my teammates, celebrating our successes and holding myself accountable to others for my results.
Leadership Competency	Competency Level
Leadership	Champion ERDMAN’s Vision, Mission, Goals, Values, and Service Offerings so as to inspire others to reach beyond their own expectations. Proficiency Level Two.

ERDMAN

INTEGRATIVE THINKING. HEALTHIER COMMUNITIES.

Position Competency	Description/Competency Level
Architecture Proficiency	Possessing and applying the knowledge and skills required to meet performance expectations of architecture. Proficiency Level Two.
Architectural Resource Management and Planning	Plans, monitors, and controls resources. Ensures optimum use of talent, budget, time, and materials. Proficiency Level Two.
Project Controls	Analyzes project costs and schedules, compares them to the current plan, and institutes change management or corrective actions in order to keep projects on time and on budget. Proficiency Level Two.
Client Focus	Achieves service excellence and client loyalty by adding value; provides advice, expertise, methodologies, and problem-solving assistance to clients. Realizes the client's vision and successfully sustains long-term client relationships. Proficiency Level Two.
Influence & Presence	Conducts oneself with poise, self-confidence and professionalism at all times. Wins support, gains cooperation, and establishes credibility with others to directly impact and address their needs and concerns. Proficiency Level Two.
Financial Responsibility	Understands the financial obligations of the organization and is accountable for all financial aspects of the business operation within area of responsibility. Manages organizational resources to maximize return on assets and investments. Seeks to improve the financial viability of the overall organization. Takes prudent risks and does what is necessary to improve the organization's financial picture while maintaining alignment with the company vision, mission and values. Proficiency Level One.
Industry Knowledge	Aware of and understands practices, technologies, products/services, events, trends, and regulatory issues that have impact on the healthcare industry, as well as, other related services offered by ERDMAN. Proficiency Level Two.

Education: Bachelor's degree in Architecture or equivalent on the job experience.

Certifications and/or Licenses: Licensed architect or nonregistered graduate seeking licensure; LEED BD+C preferred; EDAC preferred.

Relevant Experience & Training:

- 5 or more years of experience in the architectural field.
- Previous experience with healthcare or continuum care architecture is required.

Working Conditions:

- Work is performed in a professional, creative, open office environment with business casual attire. Hours of work will generally be during regular business hours and will average 2,300 hours per year. Great flexibility in schedule is both required of you and returned to you due to our many project deadlines.
- National travel required (25%) within the United States.

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this job/classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. ERDMAN is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or and other characteristic protected by law.