



3/1/2023

H2A Architects, Inc, an AIA award-winning architectural firm in Davison, MI is looking for a motivated Project architect/manager to join our growing design team. H2A is involved with a variety of projects, large and small, in commercial, government, and private building types, while maintaining core values in sustainable design and historic preservation. We offer opportunities to grow and develop your skills in all phases of architectural work and not pigeon-hole you any one task. We are a company that encourages and expects professional and personal growth. Located in Davison, MI, at I-69 and M-15, we are located for an easy commute and the ability to service our clients throughout the state. We strongly encourage you to visit our website to see a sampling of the quality projects completed by the firm at www.h2aarchitects.net.

Qualifications for the position:

- Michigan architectural registration and minimum of 10 years of experience.
- Ability to work in teams and open environments.
- Ability to direct staff and schedule work priorities.
- Proven ability to manage clients and projects from business development stage through construction documentation to project closeout.
- Ability to work with and develop client contacts and new business.
- Strong communication skills, verbal and written. Proficiency in Microsoft Office and other related software.
- Strong skills in developing construction documents with knowledge of construction techniques and assemblies.
- Ability to work with building code and other regulatory requirements.
- Coordinate work with outside consultants.
- Accomplished and verifiable AutoCAD and Revit skills preferred.
- Detailed, organized, self-motivated, in accomplishing common project and company goals of continued growth.

H2A offers health insurance, dental insurance, paid time off for holidays and personal time, flexible hours, possible work at home option after proven production capabilities, 401k plan with safe harbor, and other benefits.

H2A Architects, Inc. is an equal opportunity employer, offering employment to qualified individuals regardless of race, color, national origin, religion, sex, age, sexual orientation/gender status, Veteran's status, and disability. We are committed to diversity and inclusion and encourage women and diverse applicants to apply. Must provide proof of COVID 19 vaccination.

A handwritten signature in black ink, appearing to read 'G. Ananich', with a stylized flourish at the end.

George S. Ananich, AIA, LEED® AP

A handwritten signature in blue ink, appearing to read 'J. Hoist', with a stylized flourish at the end.

Jacqueline S. Hoist, AIA, 36CFR61 Preservationist



Job Scope – Project architect/manager

Work required is as listed below, but not limited to these key task items:

Ten or more years of experience, State of Michigan licensure required, manages multiple small/medium projects, coordinates all aspects of assigned projects, and estimates scope of work. Has full responsibility for managing all aspects of multiple small to mid-sized projects. Prepares strategic plans for project success. Responsible for the coordination of all project efforts, administrative and technical, to assure the most efficient and cost-effective execution of assigned projects. Serves as the primary client liaison to bring the schedule, budgets, and scope of work to completion and to the client's satisfaction. Actively manages client budgets, schedules, and programs; project communications and documentation; office administrative tasks; and project team assignments. Estimates fees, determines scope of works, and prepares proposals and contracts.

- Strong desire for personal, professional, and company development
- Meet and develop new client contacts
- Act as primary client contact
- Respond to RFPs as approved by the company.
- Organize, direct, and schedule design team, including consultants, per project, as necessary
- Transform initial rough product designs into working documents using AutoCAD, Revit, or Sketchup.
- Review drawings and designs to ensure adherence to established office specifications and standards.
- Work to develop architectural design and construction drawings.
- Knowledge of plan review submittal processes, state and local
- Ability to handle broad range of projects and project types.
- Strong ability to develop construction detailing in the major construction techniques (wood, steel, concrete, masonry)
- Strong knowledge of construction materials and appropriate use.
- Develop preliminary cost projections.
- Guidance and supervision of a CAD staff.
- Work as a cooperative team member in the development and completion of the project.
- Field check existing building conditions and measure as required by the project.
- Occasional Construction Observation by site visits.
- Other tasks, as requested, for the development and growth of the firm including office tasks, which may require you to leave the building.
- Work attire is "business casual" although you should consider that some tasks or meetings may be at a construction site, in any type of safe weather, and your attire, including footwear, should be appropriate for the condition.
- Always act in a professional demeanor and be respectful of both clients and co-workers.