

Takenaka Corporation (U.S.A.)

Job Requirements

Title: Project Architect

Prepared on 4/5/2016

1. Meet with client to define design requirements. Summarize all of the requirements including MPE items to the Takenaka team. This shall be done in schematic documents and a complete outline of the project to share with necessary TCU employees.
2. Create all schematic drawings, specifications and documents (i.e. : product cut sheet) necessary for;
 - a. Discussions with the Takenaka team prior to going to the client.
 - b. Discussions with client after review in house
 - c. Estimation
 - d. Proposal Preparation
 - e. Contract
3. Manage outside architect/engineering firm (architectural firm, structural engineering firm, civil engineering firm & code consulting firm) as required under Project Manager's supervision. The deliverables shall be good enough for followings works.
 - a. Obtaining Permits
 - b. Procurement
 - c. Construction
 - d. Project Archiving
4. At the end of the each projects, organize record drawings and documents, inclusive of incorporating all sketches given to the Takenaka architect and forwarded on to the record architect.
5. Code check with cooperating with MEP team.
6. Establish design time schedule including permit process and get approval from Project Manager.
7. Manage Project Manager approved design time schedule.
8. Take initiative to prepare drawing that requires coordination with MEP items such as roof plan, reflected ceiling plan, restroom layout, mechanical/electrical room layout & interior wall elevations
9. Create list of necessary submittal, Review and approve submittals/shop drawings from subs in timely manner. Control submittal approval progress based on overall master schedule.
10. Create Color/Material Scheme Board options (minimum of three) that meets project budget first and foremost and explain the options to client.
11. Attend design related meeting with client/subcontractor when requested by Project Manager
12. Prepare permit application drawing/documents and proceed permit process with authorities.
13. Attend in-house inspection and itemize all punch lists with sufficient detail to know all issues locations, and exactly what is to be corrected. (Punch List Document shall be prepared by Project Manager of Site Manager.)
14. Attend owner inspection Incorporate all owner items with in-house inspections

15. Arrange and manage record architect inspection as requested by the Project Manager
16. Attend meeting as requested with Project Manager to secure design document delivery on-time.
17. Advise Project Manager for payment process of outside design/engineering firm. (All payment applications must be approved by Project Manager.)
18. Establish and update design standard.
19. Establish standard specification of finish material from high grade to low grade.
20. Be familiar with the latest construction material knowledge.
21. Work together with all Takenaka employees to accomplish all of our common goals.

*Senior Project Architect shall be able to accomplish all jobs listed above. In addition to those, Senior Project Architect shall be responsible to manage Project Architects as Manager.

Resume and letter of interest should be emailed to Blade Hauth, AIA at bhauth@takenakausa.com.