

Project Architect

Department:	Buildings
Supervises:	Junior Architectural Staff (Project-based)
Position Type:	Full time - Direct
Location:	Rochester, NY. – Onsite, (relocation available)
Compensation:	\$80k - \$120k

About the Client Company:

Popli Design Group (PDG) is a well-established multi-disciplinary architecture and engineering firm that has been serving clients since 1982. With four decades of experience, we have evolved into a comprehensive, full-service organization with seven office locations across New York State. Our extensive portfolio and commitment to quality have earned us a trusted reputation as a leader in the industry.

About the Position:

PDG is seeking an experienced Project Architect to manage the development and production of all architectural aspects of multi-discipline projects. You will be responsible for leading design teams, ensuring code compliance, and coordinating with consultants and clients. This role requires a blend of technical mastery, leadership, and the ability to maintain project momentum even when the Project Manager is unavailable.

Key Responsibilities

- Lead assigned architectural or multi-discipline projects, coordinating with internal teams, external consultants, clients, and governing agencies.

Documentation & Compliance:

- Lead the preparation of complete project documentation for client approvals and state/local permits; ensure all documents meet PDG standards and applicable building codes.

Team & Mentoring:

- Manage project workloads, develop redlines for staff implementation, and foster the professional growth of junior team members through regular feedback.

Construction Administration:

- Perform site visits, review RFIs and shop drawings, issue supplementary instructions, and ensure contractor work aligns with contract specifications.

Technical Oversight:

- Select and implement architectural procedures and techniques; perform construction walkthroughs and verify close-out documentation.
- Maintain a positive work atmosphere, record meeting minutes, and collaborate closely with Project Managers regarding staffing and design progress.

Required Qualifications

- 5-year NAAB Accredited degree or an equivalent combination of education and work experience.
- 6+ years of hands-on design and documentation experience.
- Professional licensure in the State of New York (or the ability to gain reciprocity within a reasonable timeframe).
- Proficiency in AutoCAD, Revit, Bluebeam, Microsoft Office Suite, and NYS Energy Software.
- Strong written and verbal communication skills with the ability to mentor junior staff.
- A valid Driver's License and acceptable Motor Vehicle Record (MVR) are required for site visits.

Preferred Qualifications

- Advanced technical competence in the architecture discipline and
- construction administration.
Demonstrated ability to organize workload assignments and assist in value engineering efforts.