

# Rivers Barden Architects

718 Richmond Ave, Houston TX 77006  
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## Job Scorecard

Date:	January 1, 2023
Job Title:	Project Architect, Level II (5-10 years of experience)
Reports To:	Joe Rivers and Kevin Barden
Company's Core Values:	<ul style="list-style-type: none"><li>▪ Listening. Taking the time to listen to and understand our clients and colleagues.</li><li>▪ Collaboration. Believing that the strength of a team is greater than that of the individual.</li><li>▪ Transparency. Communicating with openness for clarity of process.</li><li>▪ Quality. Affirming that all designs are beautiful, healthy, and functional to the individual needs of each client.</li><li>▪ Passion. Giving our all to each project to ensure the best outcome and design is achieved.</li></ul>
Job Role:	Develop and document architectural designs in alignment with Company's Core Values from Conceptual Design through Construction. Support marketing and business development efforts. Execute miscellaneous overhead tasks as assigned to support office operations. Provide support to the team.
Responsibilities:	<p><i>General</i></p> <ul style="list-style-type: none"><li>▪ Work a minimum of eighty (80) hours every two weeks with a minimum of thirty-two (32) hours each week.</li><li>▪ Attend the weekly office meetings.</li><li>▪ Clearly communicate project status, needs and obstacles.</li></ul> <p><i>Design &amp; Production</i></p> <ul style="list-style-type: none"><li>▪ Collaborate on architectural designs in alignment with Company's Core Values.</li><li>▪ Produce architectural drawing sets and specifications for pricing, permitting and construction.</li><li>▪ Coordinate consultant and engineering design and drawings with architectural drawings and specifications.</li><li>▪ Document construction observations.</li><li>▪ Assist in developing uniform production standards.</li><li>▪ Monitor project production to ensure scope, time and quality standards are met.</li></ul>

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- Skills and Proficiencies:
- Licensed Architect (preferred)
  - Adobe Suite, Microsoft Office, ArchiCAD
  - Writing/Communication
- Evaluation: Formal review after the first 90 days, then biannually (June and December)
- Compensation: Hourly at \$XX per hour for first 90 days.  
Salaried at \$XX,XXX per year
- Benefits:
- IRA SIMPLE Plan, match up to 3%
  - AIA Membership Dues, paid in full
  - Licensure Fees, paid in full
  - Professional Certification Fees, case by case
  - Flextime, 80 hours per 2 weeks, with a minimum of 32 hours / week
  - Parental Leave, 2 weeks paid, up to 10 weeks unpaid
  - Paid Time Off, ~10 days per year
    - Accrued at 14/365 per hour worked
  - Holidays, 9 days per year
    - New Year's Day
    - Martin Luther King Day
    - Memorial Day
    - Independence Day
    - Labor Day
    - Thanksgiving
    - Thanksgiving Friday
    - Christmas Eve
    - Christmas Day
  - Opportunity for Remote Work / Telecommute
  - Casual Dress