
Position Profile Architectural Designer

Reports to: Project Manager

FLSA Status: Full-time, Non-exempt, Hourly (eligible for over-time)

EEO Category: Technical Staff

SUMMARY

A role suited for an up-and-coming architectural professional who is actively pursuing fulfillment of the requirements to sit for the architectural registration exams. Participates in various phases of the design process for multiple projects. Receives supervision, guidance, and training under the stewardship of a licensed architect.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs basic drafting assignments within established Firm Standards, industry standards, and relevant code.
- Assimilates written building specifications, detailed drawings and verbal/written instructions to perform assigned tasks.
- Assists Project Architects/PM in researching and obtaining project related information on all phases of a project and produces accurate and complete drawings, documents, and reports.
- Visualizes and plans the graphic presentation of items having distinctive design features that can differ significantly from established drafting precedents.
- Recommends minor design changes, when appropriate, to Project Architect/PM.
- May assist with coordination of outside engineers and consultants.
- Assists Project Architects/PM with meeting minutes and meeting coordination.
- Participates in marketing related activities including but not limited to design charrettes, committee activities, presentation board development, proposal compilation, visual presentation materials development and editing, photography and other marketing support duties as deemed appropriate.
- Attends outside meetings that span the course of the work day AND after-hours as required.
- Performs other duties as assigned.

QUALIFICATIONS AND ATTRIBUTES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Ability to communicate effectively both in written format and oral presentation.
- Ability to multi-task and establish priorities.
- Ability to maintain organization in a changing environment.
- Exhibits initiative, responsibility, flexibility and leadership.
- Possess a thorough knowledge of design office procedures.
- Ability to conduct field survey/observations as needed.
- Proficiency in AutoCAD; Revit/BIM training/knowledge preferred.
- Familiarity with Microsoft Word and Excel.

CORE COMPETENCIES

- Construction Methods
- Building Sections
- Detailing

EDUCATION

Bachelors or Masters Degree in Architecture from an accredited college in the United States or receipt of letter of approval to take architectural exams from NCARB and NAAB.

LEEDap or LEED Green Associate preferred (ability to test and successfully achieve certification within 24 months of hire is required).

EXPERIENCE

Minimum of three -years experience:

- Working in an architectural/design firm under the supervision of a licensed architect
- Working on projects with steel/concrete construction
- Working proficiently in AutoCAD; Revit/BIM experience or training is a plus!