



JOB DESCRIPTION- ARCHITECT

RESPONSIBILITIES:

- Prepares or modifies complex detailed implementation documents and drawings with or without minimal supervision using diverse knowledge of architectural principles, practices and advanced techniques.
- May lead team in planning work and developing solutions to technical and design detail problems with limited guidance.
- May review the preparation of implementation documents by architectural team.
- Collaborates in preparing project schedules and coordinates with team in order to effectively meet deadlines.
- Executes deliverables according to scope of services and FivD standards, best practice and quality expectations.
- Assists with technical resolution and coordination for a defined portion of a project.
- Validates that code and zoning requirements for assigned segment of project are met.
- May coordinate with project managers, clients, public agencies, consultants and contractors to incorporate engineering systems, to respond to requests for information, clarifications and modifications, and to obtain approvals.
- Prepares client presentations and presents design concepts and drawings as needed.
- Understands and supports negotiations on critical issues with project team.
- Performs product research; assists project designers with materials and systems evaluation to make proper selections.
- Participates in team meetings to discuss project issues, technical issues and coordination with other disciplines.
- May attend on-site visits, field reviews and project meetings and documents as appropriate.
- May be responsible for preparing meeting minutes for consultant coordination meetings.

QUALIFICATIONS:

- Accredited professional degree in Architecture
- Architectural Registration required
- Typically, 5+ years of experience
- Sustainable design accreditation preferred.
- Proficiency in Revit
- Proficiency in architectural software such as AutoCAD required.
- Experience with Photoshop, Illustrator, Sketchup and InDesign graphic software Navisworks and 3D modeling software (including Rhino and Grasshopper preferred
- Proficiency in MS Office Suite preferred
- Knowledge of sustainability and integrated design guidelines
- Strong knowledge of architectural building systems and QA/QC process

- Strong knowledge of building codes and ability to research and apply/incorporate into technical documents.
- Strong organizational skills and the ability to work on multiple projects at the same time.
- Ability to maintain existing client relationships and build new client relationships.
- Ability to communicate and present ideas in a clear, concise and professional manner both verbally and in writing.
- Ability to problem solve and apply innovative solutions.
- Ability to work and collaborate in a team environment.
- Ability to effectively meet deadlines at expected quality.
- Ability to work on multiple projects at the same time.
- Ability to effectively meet deadlines at expected quality.