

* The listed qualifying range of professional experience is a guideline which is subject to comparison against job performance. Individuals may be outside this range at NSPJ's discretion.

ARCHITECT UNIVERSAL REQUIREMENTS

Qualifications

- Architecture graduate from an accredited LAAB design program preferred.
- Licensed Architect
- Proficiency in Microsoft Office Suite
- Intermediate to Advanced skill level with Revit, SketchUp, Autodesk Suite, and Photoshop

Performance Expectations

- Inquisitive and eager to learn; takes initiative to ask questions.
- Applies a great attention to detail and accuracy in all tasks
- Self-starter who takes direction and feedback, and has a solutions-based approach to problem solving
- Exhibits flexibility and ability to switch tasks quickly as real-time changes occur.
- Represents the firm in a professional manner
- Ability to prioritize, coordinate, and execute work accurately and efficiently
- Can be relied upon to perform quality control checks on work prior to submitting for internal review

General Responsibilities

- CAD and Revit drafting
- Preparing 3D visualization and presentation materials
- Interpret and implement redlines (models, drawings, documents)
- Printing and collating drawing sets
- Delivery of city forms
- Material gathering / Material sample boards
- Scanning documents
- As-Built measuring and photos on the jobsite
- Transmittals

Essential Employment Requirements

- Communicate clearly and effectively in English, both written and verbally
- Daily attendance for a typical workday and accurate recording of time
- Able to work cooperatively with co-workers and teams through all stages of design & construction
- Ability to work efficiently and meet project timelines
- Knowledge and daily use of computers and the computer programs used in the office for job description
- Ability to work at a desk throughout the work day; adjustable (sit or stand) desks are standard
- Must be able to see, interpret, and analyze data in color on computer screens/programs and paper