

QUALIFICATIONS

- Architecture or Landscape Architecture graduate with a professional degree in Architecture, a related field, or equivalent experience
- **3-8 years*** of professional experience
- Meets Designer Universal Requirements and Designer I Performance Expectations & Additional Responsibilities

PERFORMANCE EXPECTATIONS

- Performs work under the **moderate supervision** of an experienced Architect or Designer
- **Intermediate to advanced** knowledge of drafting standards, dimensioning practices, and 3d visualization
- **Intermediate** knowledge of design principles, technical detailing, and the standard of care in Architectural documentation
- **Working** knowledge of building codes, standards, building construction, and building structure
- Ability to prioritize and coordinate tasks
- Can be relied upon to perform quality control checks on work prior to submitting for internal review

ADDITIONAL RESPONSIBILITIES

- **Interpret** & develop preliminary design & concepts
- Develop Architectural plans, elevations, sections, & details to successful completion with **moderate** guidance
- Perform code review and documentation under **direct** guidance
- Perform contract administration and construction observation tasks under **direct** supervision of a PM or Principal

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 and construction
- Ability to work efficiently and meet project deadlines
- 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
- Must be able to handle stress

**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. **The above lists are not necessarily exhaustive and may be supplemented or revised by NSPJ, at its sole discretion.*

DESIGNER UNIVERSAL REQUIREMENTS

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- Architecture or Landscape Architecture graduate with a professional degree in Architecture, a related field, or equivalent experience.
- 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

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