

QUALIFICATIONS

- Architecture graduate from an accredited NAAB design program (preferred)
- Licensed Architect
- **6-12 years*** of professional experience
- Demonstrates ability to perform the requirements of Architect I with proficiency
- Proficiency in Microsoft Office Suite
- **Intermediate to Advanced** skill level with Revit, SketchUp, Autodesk Suite, and Photoshop

PERFORMANCE EXPECTATIONS

- Performs work with **minimal supervision** of an experienced Architect or Designer
- **Advanced** knowledge of drafting standards, dimensioning practices, and 3d visualization
- **Advanced** knowledge of design principles, technical detailing, and the standard of care in Architectural documentation
- **Advanced** knowledge of building codes, standards, building construction, and building structures
- Communicates effectively and constructively with consultants and clients
- Creates & encourages positive team dynamics
- Provides support, feedback, and positive influence for coworker's development
- 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

PRIMARY RESPONSIBILITIES

- **Design** & develop preliminary concepts and presentations
- **Design** & develop Architectural plans, elevations, sections, & details to successful completion with **minimal** guidance
- Perform code review and documentation with **minimal** guidance
- Perform QC/QA to deliver work that is generally free of errors
- Redline documents for less experienced staff
- Coordinate drawings with design consultants
- Interact with local jurisdictions for permitting, zoning, approvals, etc.
- **Moderate** client interaction under the supervision of PM or Principal
- Perform contract administration and construction observation tasks under **minimal** supervision of a PM or Principal
- 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, transmittals
- As-Built measuring and photos on the jobsite

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.*