SR. ARCHITECT

QUALIFICATIONS

- Architecture graduate from an accredited NAAB design program (preferred)
- Licensed Architect
- Minimum of **15 years*** of professional experience
- Demonstrates ability to perform the requirements of Architect I with proficiency
- Highly advanced knowledge and expertise in the field of Architecture / Landscape Architecture, with a focus on quality and research
- Proficiency in Microsoft Office Suite
- **Intermediate to Advanced** skill level with Revit, SketchUp, Autodesk Suite, and Photoshop

PERFORMANCE EXPECTATIONS

- **Highly advanced** knowledge level of drafting standards, architectural best practices, and quality control
- **Highly advanced** knowledge of design principles, technical detailing, and the standard of care in Architectural documentation
- **Highly advanced** knowledge of building codes, standards, building construction, building structures, and specifications
- Provides internal QA/QC reviews as well as knowledge and expertise to staff
- Provides support, feedback, and positive influence for coworker's development
- Exhibits **Independence and excellence** in all phases of a project from conception through post construction
- 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 Architectural plans, elevations, sections, & details to successful completion **independently**
- Perform code review and documentation **independently**
- **Primary** client contact under the **minimal** supervision of PM or Principal
- Provide guidance and education to less experienced staff
- Perform contract administration and construction observation tasks **independently**
- 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 workday; 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.