

## QUALIFICATIONS

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- 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

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- **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

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- 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 for the effective performance in this role and the successful operation of the firm's business, the individual must be able to communicate (verbal and written) effectively and constructively in English with NSPJ employees, consultants, and clients in order to convey and understand details relating to projects and other business-related items.

## ESSENTIAL EMPLOYMENT REQUIREMENTS

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- 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
- Performs effectively under conditions of high stress and pressure

\*Qualifying minimum years of professional experience is a guideline which is subject to comparison against job performance and is at NSPJ's discretion.

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