

Architect/Designer – Architect I

ARCHITECTURE: Position Profile

Description

The *Architect I* performs a support role, with varying tasks and responsibilities, which will contribute to the overall successful development of the assigned projects including the execution of design and construction drawing; presentations and 3-d drawings renderings; and searching and analyzing materials, construction and installation methodologies to comply with project's requirements.

Objective

The main responsibility of the *Architect I* is to assist and support the Project Architect in the proper execution of the different design phases to ensure the project is delivered to clients on time, on budget and to specification.

Qualifications

An *Architect I* needs to possess both a technical aptitude for designing and developing projects and the ability to work in teams. He or she must be able to understand and follow schedules and budgets, construction details and procedures. Architect II's generally need at least a bachelor's degree in architecture, along with the following skills:

- **Education:** Bachelor's degree in Architecture
- **License:** AIT registration required. Professional License not required.
- **Experience:** Minimum of two (2) years of related experience. Understanding of local codes and regulations.
- **Software proficiency:** Proficient in AutoCAD and ArchiCAD software, Microsoft Word, Excel, Adobe Photoshop, Adobe Illustrator
- **Architectural Design:** Experience with drafting building plans and 3D modeling, often in collaboration with engineers and clients.
- **Schedule Management:** Ability to successfully manage time requirements and meet project timelines
- **Interdisciplinary knowledge:** understanding of interdisciplinary information and coordination.

Skills

- Ability to multi-task with attention to detail and accuracy.
- Ability to work under pressure and meet tight schedules.
- Professional attitude and ability to communicate and work well with others.
- Fully bilingual.
- Excellent verbal and written communications skills in both English and Spanish.
- Ability to work with minimal supervision.
- Excellent organizational skills.

Primary Duties

- **Time**
 - Perform all required design activities as specified in the progress schedule in order to comply with the established delivery milestones.
 - Assist in the interdisciplinary and permit coordination, in a timely manner, as to avoid delays in the project's progress.
- **Budget**
 - Assist the Project Architect and Pre-Construction Manager in estimating construction costs based on design drawings.
 - Assist in analyzing possible project alternatives that may result in savings to the project.
 - Review progress drawings, as required by the Project Architect,
- **Quality Control**
 - Assist in zoning evaluation, required permits during the design phase and compliance with applicable building codes and regulations.
 - Perform architectural assignments under the supervision of the Project Architect. Assist in creating and reviewing design drawings to ensure information is accurate, complete and conforms to applicable standards and regulations.
 - Create and maintain an updated drawing log.
 - Maintain design standards to achieve top-quality and comprehensive design documentation.
 - Maintain good relations and communications with all parties involved in the project.
 - Assist in supervising construction work related to architectural matter to assure compliance with design drawings and specifications.

- Assist in reviewing shop drawings and material submittals and keep their corresponding logs updated.
- Assist the Project Architect in the development of drawings, from conceptual design to final construction documents, of residential, commercial, and institutional projects, among others.
- Take measurements of existing structures and produce as-built/as-found drawings to be used by the Architects in their design projects.
- Able to work on BIM models and presentations to be presented to Clients and/or government agencies for permit and endorsement approvals.

Deliverables

- Design and construction drawings and renderings.
- Materials and installation methodologies reports.

Reports to

- **Design Architect** - Primary
- **Architect of Record** - Secondary

Related Procedures

- Expediting
- Drawing Log
- Submittal Log
- Document Control