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concepts and designs. Carries out complex or novel assignments requiring the

development of new or improved techniques and procedures. May provide technical

Requirements

**Essential Functions:** 

guidance to less experienced architects.

Licensed Architect who works independently and is responsible for finished plans, specifications and approval of materials and

## construction

Coordinates on the planning and development of construction and design document production, and provide technical expertise to

ensure coordinated and high-quality documents

Responsible to conduct construction administration duties, such as site visits, RFI responses, submittals, and punch list reviews

Involve explorations of subject area, definition of scope, selection of items for investigation and development of novel concepts and

## methods

Participates in preparing reports and specifications. Reviews completed reports, plans, estimates and calculations

Responsible to follow project budget, task schedule, and other components of the work plan with Project Manager

Responsible to monitor personal billing and works at maximizing team's quality and efficiency in assigned tasks

Responsible to coordinate with clients, project team, consultants, and contractors to ensure trust and confidence

Provide leadership and oversight of a team of project architects, project associates and interns.

Provide leadership for team and client meetings

Assists in analyses of design, design data, and planning as it relates to project scope

Contribute innovative design solutions that consistently capture the intended design vision

Contribute to bold design solutions that balance scale, aesthetics, and context to maximize the impact to the individual and community

May participate in marketing efforts and lead presentations to prospective clients

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Proficiency in Revit required

Proficiency with Adobe Creative Suites required (Photoshop, Illustrator, InDesign)

Proficiency with Sketch Up or Rhino required. Lumion, Enscape and V-Ray are a plus

Strong working knowledge of zoning and building codes, specifications, building /engineering systems and agency requirements (NFPA, ADAAG, FGI, OBC, IBC, etc.)

Possesses a balanced blend of design and technical skills

Knowledge in the design process, construction documentation and construction administration

Outstanding verbal and written communication skills

Ability to meet schedule deadlines and work within the client's budget

Excellent organizational skills and client presentation skills

Passion for providing exceptional client service

Collaborative and professional work ethic

**Certification Requirements** 

Certified Architectural License required

NCARB Certificate as needed on project assignments

LEED AP and sustainable design experience preferred

**Supervisory Requirements** 

May direct and mentor project associates or interns.

Work Environment

This position operates in a professional open office environment with low to moderate noise levels including collaborative work areas for team meetings. Each office location has a workstation for scanning/ photocopying and a cafe for dining. Building construction sites may include varying temperatures, wind, dust, and noise levels and may include hazardous and dirty conditions.

**Physical Demands** 

Hand/Wrist/Finger dexterity for 8 hours a day, 40 hours a week.

Ability to lift a set of construction documents.

Ability to sit for long periods of time.

Position Type/Hours expected to work

This is a full-time position with a minimum expectation of 40 hours per week.

Travel

Occasional travel depending on project assignments.

Required Education and Experience

Bachelor of Science in Architecture or Bachelor of Architecture degree from an accredited university preferred or have met the required architectural experience for license testing

Master of Architecture preferred

A minimum of six years of architecture practice experience

Work Authorization

Sponsorship may be considered.

AAP/EEO Statement

NAC, Inc s committed to the principle of equal opportunity employment. As a result, all qualified employees and prospective employees will be recruited, selected, and trained without regard to age, sex, race, color, religion, disability, national origin, veteran status, or any other legally- protected status. All applicants are carefully screened, and full consideration is given to their training, education, skills, experiences, growth potential and previous work record. This same non- discriminatory consideration will be used in all other aspects of the employment relationship.

NAC will provide reasonable accommodations to qualified individuals with a disability to the extent that doing so does not create an undue hardship on NAC. NAC encourages employees and applicants to communicate any special needs by engaging in an interactive process with NAC to formulate reasonable accommodations.

Salary: \$93,000 – 114,000

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