

Orren Pickell Design Group, LLC
ASSOCIATE ARCHITECT/DRAFTSPERSON

SUMMARY OF POSITION:

An Associate Architect/Draftsperson for Design Group is responsible for drafting of the plans for residential construction and remodeling. The position requires extensive knowledge of computer drafting that is associated with team effort focused on designing and drawing architectural documents for residential new construction and remodeling. The work demands thoroughness, attention to detail and the ability to follow through. The architect should be able to work with minimal supervision or direction and be able to solve problems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Creates architectural designs and highly detailed drawings both by hand and by using computer-aided design (CAD) applications. (AutoCAD, Sketch Up, Revit)
- Researches ideas for designs and innovation.
- Prepares computations of moderate complexity, prepares specifications and makes adjustments and/or modifications to drawings as necessary.
- Responsible for due diligence of building codes, zoning and government requirements for the designs.
- Records minutes of Design Meetings
- Maintains client files.
- Provides support to Remodeling Manager as requested
- Coordinates production and dissemination of routine and special information materials
- Assists clients with selections of architectural selections.
- Prepares field measurements as needed.
- Utilizes Microsoft Word, Excel and PowerPoint to type letters, memos, reports and other presentation materials.
- Performs related duties as assigned or needed.

QUALIFICATIONS

An Associate Architect must be able to work independently and have the drive to serve the department well and in a timely fashion. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Able to understand and follow oral and written instructions and to carry them out with supervision.
- Advanced knowledge of CAD software

- Able to plan, organize and supervise multiple projects.
- Able to make independent decisions and work independently.
- Exceptional 'people skills' with ability to present ideas and negotiate.
- Product knowledge of the cabinetry industry, including latest products and manpower requirements.
- Familiar with MicroSoft Word, Excel and Powerpoint
- Detailed oriented.
- Able to maintain harmonious working relationship with other employees, subcontractors and clients.

EDUCATION and/or EXPERIENCE

Requires Bachelor's Degree in Architecture or Interior Design and two (2) years experience.

Construction experience is desirable.

LANGUAGE SKILLS

Strong knowledge of English (spelling, punctuation, grammar, format and tone) and of office practices and procedures.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Ability to obtain architectural license within 2-3 years.

PHYSICAL DAMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to type, and talk or hear. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

Office and showroom environment. When attending site meetings, protective clothing and shoes are required.

COMPENSATION

Commensurate with experience.