

Orren Pickell Design Group, LLC
Job Description
ASSOCIATE ARCHITECT



Job Title: Associate Architect
Division: Orren Pickell Design Group, LLC
Reports To: Design Group President
FLSA Status: Exempt
Prepared By: Lisa Pickell
Prepared Date: March 4, 2019
Approved By: Lisa Pickell, President OPBG
Approved Date: March 4, 2019

SUMMARY OF POSITION:

An Associate Architect for Design Group is responsible for design of construction projects and drafting of the plans. 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:

- Participates in meetings with clients to determine and create designs that are functional, safe, and aesthetically pleasing.
- Creates architectural designs and highly detailed drawings both by hand and by using computer-aided design (CAD) applications.
- 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 and government requirements for the designs.
- Maintains client files.
- 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
- Experience with Autocad & Sketchup Required
- Residential Construction Document Experience Required

- 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 in Architecture and
- Two (2) years' experience with Autocad & Sketchup Required
- Two (2) years' experience with Residential Construction Document Required

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

Licensed architect in Illinois or ability to obtain license within one year.

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.