

Job Description

Senior Architectural Technologist

Summary

The Senior Architectural Technologist plays a key role in our design team, reporting to the Director of Projects. The Senior Architectural Technologist will be involved in the production of all aspects of a project, including programming design development, working drawings, construction administration and peer review. Possessing passion in their profession, the successful candidate will have an advanced technical background including advanced REVIT and AutoCAD experience.

Essential Job Duties

- Work within a collaborative environment with the production team
- Review and coordination of engineering drawings
- Prepare development & building permit drawing & packages
- Oversee application process for both development & building permits
- Attend site meetings , site reviews and prepare site condition documentation
- Drawing production responsibilities:
 - Existing/as-built drawing production
 - Due diligence drawings
 - Land Use Bylaw / Zoning review
 - Building Code Review & Matrix
 - Tender/pricing drawings
 - Architecture and interior design detail drawings
 - Permit application drawings
 - Construction drawings
 - Post-construction as-built
- Construction administration:
 - Shop drawing review & submittal
 - Coordinate and issue RFI responses
 - SI coordination and issuance
 - PCN coordination and issuance
 - Document and issue meeting minutes
- Participate in client meetings
- Maintain effective and proactive client communications
- Address DP comments
- Address BP comments from municipality
- Review & distribute shop drawings. For example, but not limited to: structural steel, cladding, precast, washroom accessories.
- Production of architectural and interior design drawings including plans, elevations and details for residential, commercial and industrial projects
- Communicate with clients, consultants and construction team to ensure accurate project details and deadlines

- Communicate with various municipalities during the building permit process, construction and inspection stages of project
- Zoning by-law research for a given municipality
- Building Code classification determination to ensure all necessary compliance requirements are met
- Perform basic architectural/engineering calculations
- Liaison with design and production team
- Provide mentorship and guidance and direction to other Production Team Members

Skill and Professional Requirements

- 8+ years' experience in an Architectural Technologist role
- Advanced technical understanding and proficiency in AutoCAD and REVIT
- Proficient experience creating working and detailed construction drawings and 3D models
- Thorough understanding of Building Code & Bylaws - ability to implement this information into Code reviews as applicable to each project
- Experience working on projects within the Industrial sector
- Knowledge of the drawing production process
- Ability to work independently and as part of a team
- Professional attitude, punctual, assertive and personable with strong attention to detail and a commitment to confidentiality
- Ability to listen, speak and communicate effectively
- Collaborative and flexible
- Focused on accuracy and customer satisfaction
- Excellent time management skills - ability to work in a fast-paced and deadline-oriented environment
- Self-starter - ability to work in group or on an individual basis

Education Requirements

- Diploma of Architectural Technologies or equivalent

Key Interfaces

- Clients
- Internal project team
- External project team

Reports To

Director of Projects & Architect

Working Conditions

- Full-time role
- Office position, based out of Calgary, Alberta
- Visual stress – extended periods of time spent at a desk viewing a computer monitor