JOB DESCRIPTION

JOB TITLE: Architect
DEPARTMENT: Design
REPORTS TO: EVP-Portfolio Management & Analytics & Design
SUPERVISES: None
FLSA STATUS: Exempt
Bonus: Refer to Bonus Structure

EXPECTATION FOR ALL EMPLOYEES

Supports the organization's mission and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect, personalization, commitment to our community, and accountability and ownership.

POSITION SUMMARY:

Architect with 3-5 years of work experience of Multi-Family Buildings, preferred. Experience designing apartments, condos, and townhomes in wood frame construction. Must be a design and production oriented Architect. The ability to oversee your own work along with an assigned team member (internal or external). Take the lead position and run a project from the initial conceptual phase through construction and occupancy. Great opportunity to work for a growing company with large projects in the pipeline.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Pre-Design:

- Attend site evaluation meetings with the developer
- Provide preliminary design drawings to assigned state and federally funded tax credit applications. The use of fundamental standard urban planning, landscape, civil engineering practices to accurately depict community size, unit quantities and amenities
- Prepare scale drawings of site, building layout and elevations
- Consult with Estimating to ensure design is fully aligned with Construction Budget
- Consult with client/department to determine functional and spatial requirements of proposed project(s)
- Coordinate documentation of any existing structures for renovation project
- Represent client/HKP in obtaining bids and review awarding consultant contracts
Construction Documentation:

- Direct/manage project design team engaged in preparing related drawings and specification documents
- Attend meetings related to the assigned project
- Prepare information regarding design, structural specifications, materials, color, equipment, and estimated costs
- Coordinate Mechanical, Plumbing, Electrical, Structural, Civil Engineering and other assigned consultants during design and construction phases
- Integrate engineering element into unified design
- Prepare contract documents for permitting, bidding, and construction

Construction Administration:

- Conduct periodic on-site observation of work construction to monitor compliance with permitted drawings
- Review shop drawings and submittals
- Review operating and maintenance manuals, studies, and reports.
- Review and approve monthly draw requests for assigned projects
- Provide final certificates of substantial completion and other documents that may be needed by governing officials, inspectors, financial providers and owner

General:

- Travel: 25%
- Work with and meet the demands of the internal departments and schedules related to the assigned project(s)
- Maintain and keep all current and future professional licenses active
- Continuing Professional Development (CPD)
- Other duties as assigned

QUALIFICATIONS/SKILLS & KNOWLEDGE REQUIREMENTS

- Minimum 3-5 years of experience in multi-family design preferred
- Experience designing within requirements of Section 42 Tax Credit program (L.I.H.T.C) preferred
- (1) State license, current and active/registered with NCARB to receive additional license in other states as necessary (Must provide proof of certifications upon request)
- Knowledge of general construction practices and national, state and local building codes
- Organizational, project management and planning skills, including the ability to juggle multiple tasks
- An analytical mind with excellent problem-solving ability
- Leadership skills as well as the ability work well with a team of other professionals
- **Computer Skills:** Excellent design and drafting skills with computer-aided design (CAD) AutoCAD required, Revit preferred, MS Office tools, Adobe creative suites
- **Language Skills:** Excellent communications skills, both written and oral. Ability to read, write, interpret and analyze complex documents. Ability to respond to time sensitive design/construction related inquiries and questions. Ability to effectively write speeches and persuade others using innovative techniques or style
• **Math Skills**: Ability to work with concepts such as probability, statistical inference and fundamentals of geometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to situations

**TRAINING REQUIREMENTS:**

• Continuing Profession Development (CPD) required to maintain professional certification(s)
• Ongoing professional development
• Building code seminars and updates
• Fair Housing updates
• State Tax Credit training
• Building Products and Innovations

**PHYSICAL DEMANDS:**

• Rarely stands or walks
• Regularly sits, must talk and hear
• Close vision required
• Color vision (ability to identify and distinguish colors) is required
• Ability to focus (ability to adjust the eye to bring an object into sharp focus) is required
• Travel by car or airplane

**WORK ENVIRONMENT:**

• Normally works in a studio environment with moderate noise

**INTERESTED CANDIDATES PLEASE FORWARD RESUMES TO:**

rpennington@hermankittle.com