

Lighthouse Construction

JOB DESCRIPTION

Position Title: Architect

Status: Exempt

Department: Design and Sales

Reports to: Sales and Design Manager

Purpose of the Job

Plan, design, and draft architectural drawings to include new homes, remodels, additions, and light commercial projects. Formulate design which is practical, aesthetic, and conducive to intended purposes. Prepare the floor plans, elevations, 3D renderings, and specifications in a timely and efficient manner according to company guidelines and standards. Meet with clients to review revisions and receive approval on proposed drawings and project estimates. Accountable for providing all information to the customer and fellow team members by means of preferred communications (phone, email, text, and Buildertrend.) The Architectural position is responsible for overseeing and ensuring high quality in the design department including the following: conceptual design, internal review, design standards, products and building plan documents. This position must be willing to provide product, design, estimating support and knowledge to other team members. This position must ensure customer satisfaction through excellent communication and quality service at all times, following company standards.

ESSENTIAL RESPONSIBILITY AND FUNCTIONS

- Confer with the client to develop the “needs analysis” that affects the planning of exterior and interior environments.
- Review client’s budget and expectations, design/architectural preferences, purpose and function.
- Site visit and field measurements.
- Identify potential issues to improve functionality and constructability.
- Advise the client on interior design factors such as space planning, layout and utilization of cabinetry, equipment, and color coordination.
- Plan and design interior and exterior environments.
- Develop, improve, and implement company standard documentation. This is to include construction drawings and specifications.
- Oversee, review and provide input for fellow team members regarding drawings and specifications. This will begin in the conceptual design phase and follow through throughout construction.
- Oversee internal review of the design to estimate phases and balance enough detail with too much detail as it pertains to the designs.
- Render design ideas in form of interior and exterior 3D renderings, floor plans to present concept to client.
- Assist with the estimating process. This is to include material requirements, costs, and specifications to present for client’s approval.
- Review drawings with clients. Oversee the review of drawings with others in the design and project management department in preparation for client meetings.
- Ensure final designs comply with regulations, building codes and quality standards.
- Finalize 3D design to create buildable plans to include cross sections, schedules and details needed.

- Aide in preparing final scope of work.
- Assist in closing the sale, and presenting design agreements for customers approval.
- Assist the client with all coordination of selected products including color selection, etc. materials as necessary.
- Compile all project documents and turnover to File Admin and Project Manager with all information necessary for completion of job.
- During the Construction Phase, working in concert with the Project Manager and File Admin, perform all duties to include the following: site visits, quality inspections, final measure, specification verifications, drawing updates as needed (due to change orders), and handle all complications that may occur during the course of construction.
- Perform personnel assessment and work with Sales and Design manager on performance reviews for members of the design department. This includes documenting verbal and written warnings as needed.

WORK FLOW CAPACITIES:

Thinking Creatively

Developing, designing, and creating new applications, ideas, relationships, systems, or products, including artistic contributions. Use creativity in designing interior and exterior spaces, while taking into consideration the surrounding environments and textures.

Interacting with Computers

Using computers and computer systems (including hardware and software). Use Chief Architect Premiere Software for design, drafting, modeling or other engineering tasks.

Communicating with Supervisors, Peers, or Subordinates

Provide information to supervisors, co-workers, and subordinates by telephone, in written form, email, text, in person, or BuilderTrend.

Getting Information

Observing, receiving, and otherwise obtaining information from all relevant sources.

Selling or Influencing Others

Have a salesperson's spirit when interacting with clients

Making Decisions and Solving Problems

Analyzing information and evaluating results to choose the best solution and solve problems. Determine customer needs.

Estimating the Quantifiable Characteristics of Products, Events, or Information

Estimating sizes, distances and quantities; or determining time, cost, resources, or materials needed to perform a work activity. Estimate materials or labor requirements estimate costs of design materials or construction. Prepare cost estimates.

Drafting, Laying Out, and Specifying Technical Devices, Parts, and Equipment

Providing documentation, detailed instructions, drawings, or specifications to tell others how structures are to be fabricated, constructed, assembled, modified, maintained, or used. Draw plans and maps to scale.

Organizing, Planning, and Prioritizing Work

Developing specific goals and plans to prioritize, organize, and accomplish your work. Organize artistic or design projects.

Performing for or Working Directly with the Public

This includes serving clients.

Coordinating the Work and Activities of others.

Getting members of a group to work together to accomplish tasks. Oversee design department and ensure deadlines are being met with a high quality. Work to foster communication between the design team and project management department.

Updating and Using Relevant Knowledge

Keeping up-to-date technically and applying new knowledge to your job.

Establishing and Maintaining Interpersonal Relationships

Developing constructive and cooperative working relationships with others, and maintaining them over time.

Scheduling Work and Activities

Scheduling appointments as related to working with client and subcontractors.

Processing Information

Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

Monitor Processes, Materials, or Surroundings

Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems. Work to identify project constraints.

Documenting/Recording Information

Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

Communicating with Persons Outside Organization

Communicating with people outside the organization, representing the organization to customers, the public and other external sources. This information can be exchanged in person, in writing, or by telephone or email. Make presentations. Confer with clients or staff regarding design themes.

Developing and Building Teams

Encouraging and building mutual trust, respect, and cooperation among team members. Act as a mentor for other is in the design department.

Evaluating Information to Determine Compliance with Standards

Using relevant information and individual judgment to determine processes comply with laws, regulations, building codes or standards.

Resolving Conflicts and Negotiating with Others

Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.

Coaching and Developing Others

Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills in the area of products and design.

Developing Objectives and Strategies

Establishing long-range objectives and specifying the strategies and actions to achieve them.

Provide Consultation and Advice to others Providing guidance and expert advice to management or other groups on technical, systems, or process-related topics. Advise clients or customers.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Culture
 - It is essential that every person has a sense of responsibility to the company and perform at a level of excellence.
- Attend necessary meetings, be willing to accept continued education to stay current with new technology and methods as requested by senior management.
- Assume responsibility for professional development.
- Cover for peers during vacations and other times of need.
- Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor.
- Participate in proactive team efforts to achieve departmental and company goals.
- Provide leadership to others through example and sharing of knowledge and skills.
- Participate in the orientation of new staff as requested by management.
- Support the success of the company through all actions with honesty and integrity.
- All other duties as required or requested by supervisor.

SUPERVISORY RESPONSIBILITIES: Oversee the design department as it pertains to conceptual design, design estimating and building plan standards. Oversee design personnel, working with Sales and Design Manager.

QUALIFICATION RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Minimum of a Bachelor's Degree in Architecture is required and a Masters Degree is preferred. A minimum of three years of industry is preferred. Estimating knowledge is helpful, excellent customer skills, and understanding of blueprints, and construction documents. Strong managerial skills preferred.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

COMPUTER OPERATIONS: Proficient in personal computers skills including email, record keeping, routine database activity, word processing, spreadsheet use, Project Management software, graphics, and CHIEF ARCHITECT Premiere, etc.

PLANNING/ORGANIZATION SKILLS: Ability to prioritize tasks and handle multiple projects simultaneously, work independently or as a team member, and delegate assignments if needed.

CERTIFICATES, LICENSES, REGISTRATIONS: Pursue any certification as requested by senior management.

Must have and maintain a valid driver's license without a DUI conviction, maintain automobile insurance coverage and have access to an automobile.

PHYSICAL DEMANDS: 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 regularly required to talk or hear. The employee regularly is required to stand, walk, sit, use hand to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee may from time to time be required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee frequently lifts and/or moves up to 50 pounds. There may be occasions in which the employee is required to lift and/or move over 100 pounds. Specific vision abilities required by this job include close vision (clear vision at 20 inches or less), Distant vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee travels by automobile and is exposed to changing weather conditions.

Will be required from time to time to work in wet or humid conditions, work near moving mechanical parts, work in high precarious places, be subjected to fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, and have risk of electrical shock, and vibration.

Physical activity level is moderate performing somewhat strenuous daily activities of a primarily administrative nature. Manual dexterity sufficient to reach/handle items, works with the fingers, and perceives attributes of objects and materials.

WORK SCHEDULE/HOURS: Employee is expected to work during the normal business hours. In addition, the position may require work outside the regular hours depending on workload.

OSHA CATEGORY: This position performs tasks that may involve exposure to at risk situations including jobsite visits and warehouse responsibilities.

TRAVEL: Minimal overnight travel by land and/or air may be required from time to time.

COMPENSATION: The Position will be compensated with a salary wage.

COMMENTS: This description is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

Approved By:

Supervisor's Signature: _____ **Date:** _____

I acknowledge that I understand the job duties and responsibilities of the Architect job description.

Employee's Signature: _____ **Date:** _____

