

HamiltonAnderson

Design Professional II

FLSA Status: Full-time Regular Position, Overtime Exempt
Reports to: Director of Design
Work Schedule: Monday-Friday, 8:00 a.m. – 5:00 p.m.
HAA Target Ratio: 95%

Responsibilities

- Programming: Under the supervision of a senior team member (or a Director)
 - Prepare functional relationship/adjacency diagrams
 - Conduct case study review research
 - Assist in the documentation of user needs
 - Assist in the documentation of existing building conditions
- Site Plan
 - Document access to utilities on small-to-medium sized sites
 - Investigate regulatory (zoning) restrictions
 - Assist in the coordination and input from public agencies, groups, with jurisdictional and consultants.
- Schematic Design: Under the supervision of a senior team member
 - Prepare schematic design drawings and models, prepare volume and area calculations
 - Identify relevant building code requirements
 - Attend and participate in the internal team meetings
- Engineering System Coordination: Under the supervision of a senior team member
 - Assist in the research and evaluation of appropriate engineering systems
 - Assist with the coordination and verification of the availability of adequate utilities
 - Coordinate engineering system documents
 - Assist with the evaluation of space requirements and costs
- Code Research: Under the supervision of a senior team member
 - Research and evaluate local, state, and federal regulations that govern a project
 - Prepare a list of required agency approvals during final project review
 - Assist in the evaluation of design alternatives based on code requirements
 - Attend preliminary meetings with code officials and documents such meetings
 - Assist with the identification of design adjustments necessary to comply with relevant codes
- Design Development: Under the supervision of a senior team member
 - Prepare design development documents from the approved schematic design
 - Prepare details and assists with the preparation of outline specifications
 - Assist with the coordination of the work of consultants
 - Attend and participate in the internal team meetings
- Construction Documents: Under the supervision of a senior team member
 - Prepare plan, elevation, section, and detail drawings
 - Assist with the preparation of meeting minutes
 - Assist with the review of design development and construction documents to identify inconsistencies
 - Assist with the coordination and cross-referencing of documents

- Assist with the outline of mockups of project drawing sets
- Assist the project architect and/or project manager with the coordination of the work of consultants
- Specifications and Materials Research: Under the supervision of a senior team member
 - Review product literature to identify materials to be used in a specific project based on objective requirements such as performance, life-cycle costs, and sustainability
 - Prepare outline specifications and construction specifications for a small and/or less complex projects
 - Prepare a production sequence flow-chart for consultants and/or clients for small and/or less complex project
 - Attend Lunch & Learn programs sponsored by product representatives to learn about various materials and their uses
- Bidding and Contract Negotiations - Under the supervision of a senior team member and/or project manager:
 - Develop a list of all project drawings and other documents for a small and/or less complex project to determine that the information is sufficient to adequately describe the project
 - Complete bidding and contract forms
 - Review bids for completeness and accuracy
 - Assist in the preparation of addendums and bulletins
 - Attend bid-opening meetings with a senior team member or project manager to assist with the bidding process.
- Construction Phase Observation: Under the supervision of a senior team member
 - Attend on-site field visits and prepare field reports
 - Attend Owner-Architect-Contractor (OAC) meetings and documents these meetings
 - Review and coordination of shop drawings, samples, submittals
 - Assist in responding to RFI's
 - Assist with the completion of punch-list items for a small and/or less complex project
- Office Management
 - Serve as mentor to high school and/or college interns and participate in their evaluations
 - Participate in the interview process to select high school and college student interns
 - Assist in the preparation of design and marketing materials for the Marketing team

Knowledge, Skills and Abilities

- Strong organization, communication and graphic skills
- Proficient in Revit and Microsoft Office
- Proficient with computer-assisted design software such as Adobe Creative Suite, SketchUp, Envision, Rhino and Lumion is preferred
- Ability to work effectively in a team atmosphere and meet deadlines
- Must be detail-oriented and able to perform each essential duty satisfactorily

Education and Experience

- Professional degree in Architecture (Master of Architecture) from a school accredited by the NCARB
- Minimum of 2 years of experience after graduation and demonstrated ability to complete the job duties of the Design Professional I
- Intends to establish an NCARB file, and is taking (or intends on taking) their Architectural Registration Examinations (ARE)

