

HamiltonAnderson

Design Professional-3

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: 90%

Responsibilities

- Collaborate with other project architects to execute projects through construction documents
- In consultation with the Project Manager, establish man-hours, budgets, etc. for the design phases of the project and plan and coordinate the work of junior staff team members
- In consultation with the Project Architect, provide coordination of the building design and direct the development of solutions to design problems throughout all phases of the project
- Evaluate design objectives and identify the most appropriate and efficient solutions for the project design
- Plan, organize and manage the development, production and update of all design documentation
- Attend internal and external design-related meetings with, clients, consultants, agencies and others and prepare meeting notes for distribution
- Review architectural documents as part of HAA's quality control team, and contribute to the ongoing development of HAA's reference library and design standards
- Communicate effectively both orally and in writing with confidence and professionalism
- Work independently with minimal direction
- Contribute to the preparation of letter proposals, responses to RFQs and marketing materials

Knowledge, Skills and Abilities

- Strong organization, communication and graphic skills
- Skilled in Revit (able to start, build, and produce REVIT models) and Microsoft Office
- Proficient with computer-assisted design software such as Adobe Creative Suite, SketchUp, 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
- Knowledge of construction detailing
- Ability to interpret drawings, specifications, codes, standards, and regulatory requirements
- Knowledge of contract documents and specifications
- Knowledge of sustainable practices
- Knowledge of building design, building or construction materials, their uses and relative values construction methods; and maintenance
- Knowledge of federal and state building codes and zoning ordinances
- Knowledge of civil, structural, mechanical and electrical engineering systems relating to design and building costs;
- Knowledge of building design, building or construction materials, their uses and relative values construction methods; and maintenance
- Physical ability to work in a construction environment

- Ability to supervise and train junior staff
- Ability to analyze and interpret project financial data

Education and Experience

- Professional degree in Architecture (Master of Architecture) from a school accredited by the NCARB
- Minimum of 7 years of experience after graduation and demonstrated ability to complete the job duties of the Design Professional III
- Management and organizational experience