

Job Information

Employer Name: MTA Urban Design Architecture Interior Design	AAA Member : <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Job Title: Intermediate Technologist	Job Type (F/T or P/T): F/T
Location(s): Edmonton Office - 200, 11460 Jasper Ave NW	Expected Start Date: ASAP
Website Address: www.mtalink.com	

Job Description

This person is highly motivated, will have a strong understanding of building codes, building systems and components and construction processes. They are a team player with strong communication, organization, and problem solving skills. They will have certificate or diploma in Architectural Technology with minimum 5 years progressive experience working on a variety of project types and sizes. They will be proficient in using AutoCad and Revit platforms. This person will manage their time and complete tasks within timelines and budgets. They will ensure MTA document standards are met and will archive documents appropriately. They will be expected to coach and help direct the work of less experienced staff and may participate in professional development reviews. Under the direction of the Architect and/or Job Captain, this person will be responsible to prepare and assemble working drawings, schedules, details and sketches from conceptual design through to construction. This will include developing solutions to technical and design detail problems and coordination of the work with other team members on the project. This person will perform product research; assists project designers with material selection and system research; exchange information on architectural materials and methods. They will participate in team meetings to help resolve project technical issues, review work progress and complete QA/QC reviews. They will provide support to construction administration personnel including field reviews and coordination, review and issuance of change orders and clarifications. They will be responsible to achieve design and technical excellence and work within a collaborative frame work expressed through the 6 cornerstones of the MTA practice.

POSITION OVERVIEW

- Will have certificate or diploma in Architectural Technology with minimum 5+ years progressive experience working on a variety of project types and sizes.
- Highly motivated, will have a strong understanding of building codes, building systems and components and construction processes.
- They are a team player with strong communication, organization, and problem solving skills.
- Will manage their time and complete tasks within timelines and budgets.
- Will ensure MTA document standards are met and will archive documents appropriately.
- Able to coach and assist in the direction of the work of less experienced staff
- Under the direction of the Architect and/or Job Captain, this person will be responsible to prepare and assemble working drawings, schedules, details and sketches from conceptual design through to construction. This will include developing solutions to technical and design detail problems and coordination of the work with other team members on the project.
- Will perform product research; assists project designers with material selection and system research; exchange information on architectural materials and methods.
- Will participate in team meetings to help resolve project technical issues, review work progress and complete QA/QC reviews.
- Able to provide support to construction administration personnel including field reviews and coordination, review and issuance of change orders and clarifications.
- Responsible to achieve design and technical excellence and work within a collaborative frame work expressed through the 6 cornerstones of the MTA practice.

Qualifications & Skill Sets

- Communicates with client representatives to verify design requirements and specifications, progress reviews and delivery of final presentation.
- Checks completed reports, plans, estimates and calculations for accuracy.
- Participates in project reviews regarding project costs, budgets and adherence to schedule.
- Possess strong hand and advanced CAD/REVIT drafting skills.
- Proficient in REVIT/AutoCAD/Architectural Desktop.
- Proficient in MS Office, including Word, Excel and Outlook
- Strong experience with the Alberta Building Code is considered an asset;
- Experience in Contract Administration is an asset;
- Organizational skills are extremely important, particularly in managing multiple tasks and responsibilities simultaneously
- Proven ability to ensure deadlines are met is critical
- Must be able to handle pressure

Contact Information

(Please indicate any documents which applicants are required to submit, i.e. portfolios, cover letter, etc)

Please submit your cover letter and resume to*:
MTA | Urban Design Architecture Interior Design
310, 625 11 Ave SW
Calgary AB T2R 0E1

Attention: Mike Woodland
Email: mikew@mtalink.com

*Electronic submissions are preferred