

## Job Information

Employer Name: Stephen M. Boyd Architecture Ltd. (o/a Arc Studio)

AAA Member :  Yes  No

Job Title: Senior Architectural Technologist

Job Type (F/T or P/T): F/T

Location(s): 12634 Stony Plain Road NW, Edmonton, AB

Expected Start Date: ASAP

Website Address: [www.arcstudio.ca](http://www.arcstudio.ca)

## Job Description

### We're Looking For:

A **Senior Architectural Technologist** - this individual will be skilled in all technical aspects of project delivery in all phases from concept design through contract documents production to construction administration and closeout. We are seeking an individual with expert knowledge of Revit and AutoCAD and the ability to offer mentoring to less experienced team members. This individual must have ten years of technical experience working on a range of building typologies.

In this role, you will collaborate with architects, technologists, contract administrators, and designers in a studio environment, and coordinate with external consultants and authorities having jurisdiction. We're looking for a self-motivated studio member who can work independently, communicate effectively with team members, and manage several workflows. You will both lead project teams and work on projects independently. The right candidate will receive a full-time in-studio position with company benefits, as well as opportunities for professional growth and career advancement.

### Responsibilities:

- Lead and manage project team(s) to produce technically successful design and construction documentation.
- Prepare work plans and oversee project management and reporting.
- Prepare and review architectural working drawings and specifications.
- Direct / assist with the preparation of tender documents.
- Lead the development of project technical requirements and standards.
- Coordinate consultant documentation during design and contract document phases.
- Attend / chair project meetings with clients and consultant teams.
- Perform Contract Administration duties including site reviews, document processing, and construction meetings.
- Perform quality control reviews during all design and documentation phases.
- Complete building code review and analysis for Alberta Building Code / National Building Code.
- Correspond with authorities having jurisdiction, development officers, and other regulatory bodies.
- Provide mentorship, guidance, and direction to production team members.

### About us:

Arc Studio is a full-service architecture, interior design, and planning studio located in Edmonton led by award-winning Architect Stephen Boyd. We work on projects across various sectors including commercial, institutional, industrial, residential, and recreational. Our studio values collaboration and teamwork, developing leaders that cultivate knowledge, leveraging technology, and inspiring creativity. At Arc Studio, we are guided by a desire to create an inclusive sense of place for our community.

## Qualifications & Skill Sets

- Recognized Degree in Architecture or Architectural Science or an Architectural Technology Diploma.
- Minimum of ten years of architectural technology experience in all phases of design, contract documents, and construction administration.
- Demonstrate understanding of construction materials and technical assemblies.
- Expert knowledge of Revit and AutoCAD.
- Working knowledge of Microsoft Office, BlueBeam, and Sketchup considered an asset.
- Expert knowledge and experience with the Alberta Building Code / National Building Code.
- Possess excellent technical, written, and verbal communication skills.
- Attention to detail and accuracy.
- Ability to establish and meet deadlines and lead a team to effective project completion.
- Demonstrate organizational and decision-making skills needed to effectively manage changing priorities and project deadlines.
- Sound judgment and solid analytical and problem-solving abilities.
- Be curious, willing to learn, and take accountability in your role.
- Knowledgeable of various construction contract types.
- Experience in mentoring junior architectural technologist staff.

## Contact Information

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

If you're interested in bringing your skills and innovative thinking to our team, please send your cover letter and resume to [info@arcstudio.ca](mailto:info@arcstudio.ca).

Thanks,

Stephen Boyd  
Principal, Architect, AAA, AIBC, MRAIC, M.Arch, LEED AP