

Job Information

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

AAA Member : Yes No

Job Title: Intermediate 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

Job Description

We're Looking For:

An **Intermediate Architectural Technologist** - this individual will be well versed in all technical aspects of project delivery in all phases from concept design through contract documents production to construction administration and close out. We are seeking an individual with strong skills in the use of Revit and AutoCAD. This individual must have five years of technical experience working on a wide range of building typologies.

In this role, you will collaborate with architects, technologists, contract administrators and designers in a studio environment, 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:

- Assist in managing the project team to produce technically successful design and construction documentation.
- Prepare work plans and assist with project management tasks.
- Prepare architectural working drawings and assist in preparation of specifications.
- Assist in the preparation of tender documents.
- Lead the development of project technical requirements and standards.
- Coordinate consultant documentation during design and contract document phases.
- Assist construction administrator with 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.

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 five years of architectural technology experience in all phases of design, contract documents and construction administration.
- Demonstrate understanding of construction materials and technical assemblies.
- Advanced knowledge of Revit and AutoCAD.
- Working knowledge of Microsoft Office, BlueBeam and Sketchup considered an asset.
- Knowledge and experience with the Alberta Building Code / National Building Code.
- Assist in preparation responses to requests for proposals.
- Excellent technical, written and verbal communication skills.
- Attention to detail and accuracy.
- Ability to establish and meet deadlines and lead team to effective project completion.
- Demonstrate organizational, administrative and decision-making skills needed to effectively manage changing priorities and project deadlines.
- Sound judgment, solid analytical and problem-solving abilities.
- Be curious, willing to learn and take accountability in your role.
- Experience delegating and directing junior architectural technologist staff considered an asset.

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.

Thanks,

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