

**Job Title: Architectural Designer III****FLSA Status: Exempt****Reports To: VP of Operations**

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**SUMMARY**

Participates in planning, design and documentation of building projects by performing some or all of the following duties.

**Primary Responsibilities:**

May include the following assignments and other duties:

- Assists PM or SPA in planning the layout of projects including determination of functional and spatial requirements and assists in preparing information regarding design, specifications, materials, color and equipment.
- Prepares project plans (scaled drawings) using computer assisted design software and equipment. Drafting using Revit.
- Supports project team during construction administration.
- Creating 3D computer models using Google SketchUp or similar programs.
- Assist team members with presentation boards and/or hand-outs.
- Render project elevations or perspectives using Adobe Software.
- Receives direction from Senior Project Architect or Project Manager.

**Job Requirements:**

- Two to four year college or university program certificate or two to four years related experience and/or training; or equivalent combination of education and experience. 4-year design/architectural degree preferred, but not required.
- 8+ years related experience.
- Must be fluent in reading, writing and speaking the English language.
- Must have the ability to communicate effectively and work efficiently with team members.
- Must have the ability to effectively present information and respond to questions from the PM and SPA.
- Skills required include basic knowledge of Microsoft Office programs, Revit, Adobe CS5 and Google SketchUp.