

Schedule "B"

Project Architect

L7 Architecture is seeking a passionate and talented individual to join our growing team as a Project Architect.

ABOUT L7 ARCHITECTURE:

L7 Values

1. We Are Bold – We have the moral courage to lead with integrity
2. We Are Passionate – We love what we do
3. We Are Adaptable – We provide innovative solutions to dynamic problems
4. We Deliver – We focus on a personal experience
5. We Thrive Together – We collaborate through relationships to provide meaningful design

L7 Architecture is a collective spirit of energetic and passionate professionals committed to creating relevant architecture. We are very proud of our culture. We enjoy the work we develop. We build lasting relationships. We embrace new ideas and open communication. These translate into our success.

We are propelled by collaboration and exploration. Our proven approach is client centered, committed to quality, details, and innovation.

What we Offer:

- Core value driven culture
- Regular social events
- Collaborative / supportive work environment
- Brand new office with design and collaboration focus
- Professional development opportunities through training courses and mentorship
- Career advancement opportunities
- Diverse duties will allow for growth in a multitude of areas
- Competitive wages
- Comprehensive benefits package
- Free parking

JOB PURPOSE:

As an essential member of our team, the Project Architect is responsible for the successful delivery of various architectural projects to clients. It is vital that the person in this role develops a deep understanding of client needs, is fiscally responsible, represents design excellence and reinforces a collaborative and engaging environment. The Project Architect is responsible for balancing active architectural duties within a leadership role in both designing and drafting building plans while participating in all phases of the project lifecycle. Just as important, the relationship with stakeholders throughout the project lifecycle is imperative. Your ability to ensure excellent service delivery, communicate in a clear, concise and professional manner, as well as strength in assuring a high level of design quality, are key to maintaining this positive relationship.



Reports to:

- Principals of L7 Architecture Inc.

CORE RESPONSIBILITIES

This role encompasses but is not limited to the following duties:

Quality

- Remains current on drafting and design standards, new technologies and market trends on design
- Keeps up-to-date on building codes, drafting/design practices
- Maintains capability on MS Word, Sketch-up and AutoCAD software, Revit, and other related design software
- Carefully reviews and evaluates: working drawings, structural calculations, specifications, schedules, cost estimates, landscape and hardscape design
- Coordinates with other areas within the firm during review process to obtain input
- Determines adherence to master plans and architectural, environmental, and engineering goals and requirements

Compliance

- Ensures the production of accurate drawings, building details and templates are in compliance with applicable building codes and standards
- Responsible for verifying compliance with permit guidelines, building codes, provincial laws, regulations and codes
- Identifies projects' potential or actual non-compliance or design issues and problems and formulates appropriate and clear design options, recommendations and alternatives for resolution
- Through understanding, interpretation and application, ensures that projects undertaken are in accordance with policies, applicable laws, regulations and codes
- Conducts architectural inspections of assigned leasehold buildings or facilities to verify compliance with applicable policies, guidelines, laws, regulations and codes, and to identify any building maintenance issues; identify leasehold maintenance or non-compliance issues; distribute directives to clients for resolution of non-compliance issues; coordinates any maintenance issues to ensure resolution

Client Care

- Successfully develops and maintains positive relationships with clients and community
- Interacts effectively, engaging in problem solving and team building
- Partners with tenants, community groups and contractors
- Appropriately defines issues, analyzes problems, and evaluates alternatives
- Develops sound, independent conclusions and recommendations
- Actively participates in project design teams, master planning teams or in departmental and other appropriate meetings



- Participates in regular project team meetings with external contacts/clients and/or their contractors

Business Development

- Assists in the development and administration of professional design service contracts
- Drafts RFP, RFQ and Consultant Agreements
- Oversees packaging of bid documents
- Participates in consultant selection
- Negotiates or assists in the negotiation of fees
- Communicates with senior staff and external contacts
- Manages, directs, monitors and reviews work of design consultants to ensure contract terms are met
- Makes internal and external professional presentations to the business

Project Leadership

- Confident in resource planning, budgeting, change management, scope management, scheduling, and unforeseen issues in managing a project from start to end
- Manages internal project team requirements such as reporting, review and coaching on recommendations for areas of improvement
- Understands the impacts, benefits and risks of various design options on a project
- Understands the needs and expectations of clients
- Demonstrates high importance of project budget during design and construction
- Demonstrates an understanding of finance in business decisions
- Understands principles of budgeting and financing
- Demonstrates an understanding of working with and developing contracts
- Demonstrates professional accountability and integrity

Project Management / Coordination

- Effectively composes and presents written architectural reviews or reports, including findings and recommendations regarding approval and permitting of project
- Prepares clear and concise reports, drawings, notes, correspondence and other written materials
- Prepares, interprets and evaluates planning documents, construction documents and complex design materials
- Performs site evaluations, assessing physical and environmental constraints, potential for development, and meeting authority goals / requirements, and stakeholder interests / concerns
- Provides professional expertise, support, and consultation to staff, and government officials (including city or municipal representatives) or other external contacts
- Provides architectural oversight to staff, tenants and applicable construction contractors.
- Provides field clarification, interpretation and input to contractors



- Monitors work during construction for conformance with architectural plans and specifications
- Responsible for the review and approval of submittals, change order requests and change orders
- Reviews invoices and identifies discrepancies
 - Attends project close-out meetings and provides feedback upon project completion

KNOWLEDGE, SKILLS AND ABILITIES

In the following we identify the most important knowledge, skills and abilities including: knowledge about practical procedures, specialized techniques, analytical and conceptual skills needed for interaction with others.

Education

Master's or bachelor's degree in Architecture from a recognized Institution. Certified Architect, registered with Alberta Architecture Association. Proficient in AutoCAD/Revit, 3D Studio, Illustrator, InDesign, Photoshop, BlueBeam Revu, Harvest time tracking, and MS Office. Registered Architect with the AAA and other organizations.

Experience

Minimum 10 years related experience in an architecture firm with a varied portfolio (residential/commercial/government). Broad knowledge of architecture and design principles and methods including aesthetic and functional factors. In-depth knowledge of building codes, standards and building structures, technical detailing, construction process, construction industry.

Key Character Strengths

- Service oriented; always seeking to add value
- Champions L7 culture
- Excellent multi-tasking, coordination and organizational abilities
- Strong problem solving and decision-making skills
- Excellent interpersonal and collaboration skills with the ability to negotiate, persuade and affect influence on others
- Excellent interpersonal and client relationship skills. An effective communicator with strong listening, oral and written skills
- Strong relationship-management skills with the ability to work effectively with a diverse team
- Values individual differences; makes effort to ensure others feel welcomed and accepted.
- Adaptable; showing resiliency in our evolving environment
- An effective communicator with strong listening, oral and written skills
- Process oriented with excellent proofreading and a high degree of accuracy and attention to detail
- Enjoys working in a fun, professional environment
- Energetic and results-oriented