



## INTERMEDIATE ARCHITECT

Ayshkum Engineering is a joint architecture and engineering firm providing architecture, civil engineering, project management, and master planning services throughout Manitoba.

The Architecture department of Ayshkum Engineering Inc. is seeking an Intermediate Architect licensed in Manitoba, to work closely with the Lead Architect and a technical team throughout the project design, construction document and contract administration phases for buildings of varying size and complexity. This is an in-office position.

### PRIMARY RESPONSIBILITIES

1. Assist with collection and assessment of existing site, building condition, funder, and/or client information.
2. Assist with the preparation of a project schedule and implementation of that schedule throughout the project.
3. Participate in project meetings and preparation of meeting minutes.
4. Assist in the review of zoning by-laws and building codes and the application to construction documents.
5. Convert design drawings into coordinated drawing sets throughout the architectural services and with the assistance of technical staff. Apply Ayshkum graphic and filing standards for all documentation.
6. Assist the Lead Architect with the evaluation and selection of architectural building materials, assemblies, and systems.
7. Prepare specifications or coordinate same with specification sub-consultant.
8. Lead the coordination of an interdisciplinary sub-consulting team in the preparation of a construction document packages, including drawing coordination across disciplines.
9. Coordinate tendering activities and prepare addenda.
10. Participate in construction phase services, including field-observation and reporting, change documentation, supplemental instructions, contract document interpretation, submittals, payment evaluations, and submittals.
11. Facilitate occupancy permit application and project close-out activities.

### KEY SKILLS

Candidates will provide demonstrated experience relating to:

1. Written, graphic, and verbal communication skills.
2. Knowledge of local Manitoba construction techniques, or ability to rapidly adapt to local standards.
3. Knowledge of local Manitoba and Winnipeg building code requirements and zoning bylaws.
4. Working knowledge of Revit, AutoCAD, Sketchup, National Building/Energy Code and MS Office.
5. Management of consultants on multiple projects.
6. Capacity to lead and delegate within a technical team.
7. Technical accuracy in preparing documents.
8. Mentoring junior staff.

### MANDATORY CERTIFICATION AND EXPERIENCE

1. Licensed by the Manitoba Association of Architects (MAA)
2. Minimum 5 years Canadian professional experience in this position.

Salary: Commensurate with experience.

Send resume to: [office@ayshkum.ca](mailto:office@ayshkum.ca).

Subject line: **EMPLOYMENT POSITION – INTERMEDIATE ARCHITECT**

We are appreciative of your interest in Ayskum and your response to this position, however only those selected for an interview will be contacted.