

## Company Information

### Core Purpose

Ten years ago, we set out to become a leader in sustainable design and alternative delivery. To date, SfL+a Architects has designed over 19 energy positive buildings, while maintaining a base of both traditional and alternative delivery work. In 2017, SFL+A was named Southeast Design Firm of the Year by ENR Southeast. We're proud of our legacy of designing high-performance buildings that positively affect people, communities, and the environment.

## Job Description

### Job Title

Architectural Associate

### Reports To

Project Manager

### Job Purpose

Responsible for specific technical design aspects of an assigned major project, including investigation, evaluation and recommendation of design solutions that best meets the client's needs. Provides professional architectural consultation in the planning, design and coordination of large complex projects. Independently applies advanced architectural concepts and designs. Carries out complex or novel assignments requiring the development of new or improved techniques and procedures. May provide technical guidance to less experienced architects.

## Duties and Responsibilities

- Responsible for quality control review of individual work and initial coordination with the work of internal team members and consultants.
- Begin understanding principles of sustainable design, incorporating those principles in all planning and design decisions. Develop thorough working knowledge of LEED and other building rating systems, such as WELL and Green Globes.
- Self-directed in most aspects of work, budgeting individual time and work to meet project deadlines.
- Develop thorough working knowledge of municipal and state code issues as they relate to specific project requirements.
- During design phases, participate in developing, documenting and presenting solutions to team members and/or clients. Develop building information model and prepare design documents. Begin to compare project specifications and drawings to recognize discrepancies. Research and select appropriate building materials and products. Provide quality review of documents, checking for clarity and accuracy. Make necessary revisions and corrections.
- Develop visual presentations, such as drawings and models. When opportunity allows, attend client meetings to observe overall process and develop oral presentation skills.
- Work mostly in Revit to complete project work. Make edits to and work within established BIM templates, standards, etc. Understand how projects are initially setup and families created.
- BIM Coordination.
- Generate and develop drawings from initial design phases through final documentation. Review construction documents for accuracy, consistency, clarity and completeness. Coordinate drawings with other team members. Begin to recognize discrepancies within documentation.

- Begin recognizing and documenting conflicts that arise during construction and develop alternative solutions to resolve these issues. Review and approve submittals, RFI's and other documentation related to the construction phase. Participate in construction site visits, if available.
- Understand budget and hours allocated for project development. Begin understanding how various aspects of the project relate to the fee.
- Assist recruiting process by providing leads and participating in the interview process. Develop and maintain relationships with applicable universities.

## **Job Requirements**

### **Qualifications and Skills**

- Strong interpersonal and communication skills
- Good time-management skills
- Hands on experience with BIM and visualization tools such as Revit and Adobe Photoshop
- Intermediate-level experience with Revit required. Expert knowledge preferred.
- Beginning knowledge of building and construction process and operations
- Beginning knowledge of MEP systems
- Familiarity with relevant building codes and regulations
- Critical thinking and problem-solving skills
- Strong organizational and analytical skills
- Great attention to detail
- Team player

### **Education, Work Experience and Licensure Requirements**

- Bachelor's degree in Architecture or Interior Design
- Professional or Master's degree in Architecture preferred
- One or more years' relevant industry experience
- Involved in Intern Development Program preferred
- LEED AP or accredited professional in other sustainable building certification program preferred

## **Benefits**

### **Insurance**

- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance

### **Paid Time Off**

- Paid holidays, eight days including New Year's, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve and Christmas
- Fifteen days Paid Time Off (PTO), including vacation, sick leave, and personal time off

### **Retirement Plan**

- 401(k) Retirement Plan
- 4% Employer matching contribution

### Professional Associations and Licensing

- Paid American Institute of Architects (AIA) membership dues, NCARB and additional pertinent licenses.

### **Now is the Time**

Join us and help transform SFL+A into the preeminent design company of high-performance facilities in the nation specializing in alternative delivery methods.