

## Position Description

<b>Position Title:</b>	Design Architect	<b>Direct Reports:</b>	None
<b>Department:</b>	Planning and Design	<b>Classification:</b>	Exempt
<b>Location:</b>	Any Kingscott Office, Remote	<b>Approved Date:</b>	
<b>Reports To:</b>	Director of Planning and Design	<b>Revision Date:</b>	August 2024

### Position Summary:

As a Design Architect, you will play an integral role in our architectural design team, responsible for leading projects through the design phases, owning the design decisions and material selections, and creating supporting documentation and owner deliverables, including plans, 3D models, and renderings. Working closely with project architects/project coordinators, interior designers, project managers and consultants, you lead the conceptualization, planning, and execution of architectural solutions that align with project goals, client needs, and regulatory requirements. Your creativity, technical skills, and attention to detail will be essential in delivering high-quality architectural designs.

Your design efforts will be supported by the Director of Planning and Design, Senior Design Architects and the Center for Design Excellence, which is a collaborative of our full team of designers.

### Organizational Values:

Our belief in people leads us to work with project partners that have people at their center. Our company values are:

- Investing in People
- Achieving the Extraordinary
- Serving with Humility
- Finding Fun in Our Work
- Committing Ourselves to Mutual Success
- Fearlessly Exploring
- Striving for Authenticity

### Essential Responsibilities:

1. **Conceptualization:** Collaborate with senior architects and project teams to develop creative and innovative architectural design concepts that align with project objectives and client requirements, including with consideration given to project budgets.

2. **Drafting and Modeling:** Prepare detailed architectural drawings, including site plans, floor plans, elevations, sections, and 3D models, using architectural design software (e.g., AutoCAD, Revit, SketchUp, Enscape).
3. **Code Compliance:** Ensure that architectural designs adhere to local building codes, zoning regulations, and other relevant standards. This effort will be supported by the team's Project Architects/Project Coordinators.
4. **Sustainability:** Support the integration of sustainable design principles and eco-friendly practices into architectural projects.
5. **Presentation:** Lead the creation of design presentations and visual materials to communicate design concepts to clients and project stakeholders.
6. **Coordination:** Collaborate with engineers, interior designers, and other stakeholders to coordinate design efforts and integrate architectural design with other disciplines.
7. **Research:** Stay updated on architectural trends, materials, and technologies to inform design decisions and recommendations.
8. **Quality Assurance:** Conduct quality checks on architectural drawings and specifications to ensure accuracy, completeness, and adherence to design standards.
9. **Documentation:** Assist in the preparation of construction documents, including detailing, specifications, and schedules, as it relates to design scope.
10. **Site Visits:** Participate in field verification visits, design coordination visits, construction site visits and construction meetings to observe progress and ensure that the design intent is being implemented correctly.
11. **Assist with Client Interaction:** Lead client interaction as it relates to the design scope, in partnership with the Project Manager, gather client feedback, and address client concerns or questions related to design.

#### Education and Experience Qualifications:

- Bachelor's or Master's degree in Architecture from an accredited institution.
- Minimum of five (5) years of relevant architectural design experience required, with a strong portfolio showcasing a variety of architectural projects
- Strong proficiency in architectural design software, such as AutoCAD, Revit, SketchUp, Enscape, and Adobe Creative Suite.
- Knowledge of architectural design principles, building systems, and construction methods.
- Familiarity with local building codes and regulations is a plus.
- Excellent listening, communication, and presentation skills.
- Strong attention to detail and the ability to work collaboratively in a team.
- Creative problem-solving skills and a passion for architectural design.
- Ability to work on multiple projects simultaneously and meet deadlines.

#### Non-Essential Responsibilities:

- Other duties as assigned by the Project Director and/or the Project Manager.

**Supervision Received:**

General Direction: Plans and arranges own work. Uses a wide range of procedures to accomplish assigned objectives.

**Supervisory Responsibilities:**

No supervision: No supervisory responsibilities.

**Other Knowledge, Skills & Abilities:**

- Excellent listening, verbal, written, communication, and presentation skills.
- Extremely proficient with computer-aided design (CAD) software such as AutoCAD, Revit, SketchUp, Enscape, Adobe Creative Suite and Microsoft Office Suite or related software.
- Strong understanding of architectural design principles, building systems, and construction methods.
- Knowledge of sustainability practices and green building design.
- Excellent problem-solving, negotiation and consultation skills.
- Ability to translate client ideas into visual and/or tangible references such as drawings or models.
- Project management experience, including budget and timeline management.
- Knowledge of architectural, civil, structural, and electrical disciplines; building construction; cost estimating; and building codes and regulations.
- Creative problem-solving skills and strong design sensibility.
- Leadership and mentorship experience.
- Possess and demonstrate solid analytical, communication, and interpersonal skills.
- Ability to work in an energetic and challenging work environment.
- Strong attention to detail and a commitment to delivering high-quality architectural designs.

The Design Architect position offers an exciting opportunity to work on diverse architectural projects and gain valuable experience in the field of architecture. If you are a talented and motivated individual with a passion for architectural design, we encourage you to apply and become part of our dynamic team.

**What is in it for you:**

- Competitive salary
- Health, dental, vision, life, and 401(K) with company match
- Flexible work schedule – we work four (4) days a week!
- Collaborative environment and ability to work with all levels of the organization.
- Variety of work tasks and experiences – no two days will ever be the same!
- Opportunity to influence key decisions and help us meet our goals.

Are you interested in being part of a collaborative culture with significant opportunities for professional growth? Apply now!

**How to Apply:**

- Please send your resume and portfolio to Maureen Weatherby, Chief People Officer at [mweatherby@kingscott.com](mailto:mweatherby@kingscott.com)

**Physical Requirements:**

Average Daily Physical Requirements	None	Less than 2 hours	2 to 5 hours	More than 5 hours
Work in stationary position				X
Move about work area			X	
Use hands/fingers to handle or feel				X
Reach with hands and arms		X		
Ascend/Descend (stairs/ladder/etc.)		X		
Bend, stoop, kneel, crouch, or crawl		X		
Communicate with various parties				X
Detect flavors or smells		X		
Move containers up to 30 pounds		X		
Visual acuity				X
Read and understand written word				X
Drive/Travel				X
Operate computer and general office machines				X
Operate Machines:	X			
Other:				

**Environmental Conditions:**

Average Daily Environmental Conditions	None	Less than 2 hours	2 to 5 hours	More than 5 hours
<b>Normal office environment:</b> No exposure to extreme heat, cold, noise or chemicals or hazardous equipment.				X
<b>Plant environment:</b> Exposure to dust, oil, various chemicals, and extreme noise.	X			
<b>Warehouse environment:</b> Exposure to extreme temperatures, noise, hazardous equipment, and fumes from trucks.	X			
<b>Travel:</b> Limited exposure to outside elements.				X
<b>Other:</b>				

This job description does not list all duties of the job. Employees may be asked by management to perform other duties as needed. The Company reserves the right to revise this job description at any time. This job description is not a contract for employment and does not infringe upon the Company's at will employment status.