



Fisher Construction Group, Inc.
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625 Fisher Lane
Burlington, Washington 98233
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JOB DESCRIPTION

TITLE: Staff Architect

REPORTS TO: Vice President of Architecture

Summary:

Provides a complete technical design by employing appropriate building systems that reflect the programmed goals and objectives of the client, established design parameters, the client's financial/schedule constraints, and meets the expectation of visual, functional, and technical design.

Essential Functions:

The Staff Architect works as an integral part of the project team, which is lead by the project manager.

- Produce architectural plans, specifications, construction documents and drawings that address the basic design elements of a project.
- Provide building systems that employ construction techniques that are technically complete and correct within the established design parameters
- Meet individual project budgets and schedules.
- Coordinate technical drawings with those of Project architect and consulting engineers, assisting project architect in designing a building that meets applicable codes and standards.
- Attends and participates in pre-construction conferences and other meetings with clients as necessary to establish design parameters.
- Coordinate schedule of drawings for contract documents.
- Communicate with the project manager, client, other disciplines and consultants as required.
- Review and coordinate shop drawings.
- Prepare or assist in preparation of construction administration phase documents.
- Conduct periodic on-site inspections and on-site meetings to assist in clarifying technical design elements with Project Manager and Project Superintendent.
- Other duties as assigned.

Skills, Knowledge and Abilities:

- Knowledge of architectural principles, techniques, and procedures.
- Knowledge of laws, regulations, rules, statutes, and codes pertaining to design and construction of commercial and industrial buildings.
- Skill in the application of architectural concepts and in the preparation of technical plans, drawings and bid documents.
- Skill in computer-aided drafting. Experience with Revit is highly desirable.
- Excellent verbal and written communication skills with an emphasis on customer service and marketing of the Company.
- Ability to negotiate and mediate issues with a variety of personalities representing a diverse group of individuals and businesses associated with the construction industry.
- Ability to exercise tact, diplomacy and discretion in business dealings and with staff.
- Exceptional problem-solving and decision-making abilities.
- Ability to maintain a good attendance record.
- Ability to work long hours during some phases of projects.

- Demonstrated competence in MS Office, including Word, Excel, Outlook, Projects and Access.
- Ability to travel to distant construction sites, which may include overnight or several day stays.
- Valid driver's license and good driving record.

Education and Experience:

- Bachelor's or Master's degree in Architecture or Architectural Engineering from an accredited architectural education program.
- A minimum of four years full-time, wage-earning architecture experience in the design of industrial and commercial buildings.
- Licensed as an architect or ability to become licensed in the State of Washington.
- NCARB certified or matriculated in Intern Development Program.

Physical Requirements:

- Sitting is required for the majority of the day, although sitting and standing may be varied as necessary for comfort. Fine finger dexterity is required for use of a keyboard and other office machines.
- Visiting construction sites occurs frequently and requires exposure to inclement weather and walking on uneven, rough terrain. May require climbing stairs, planks or ladders to access parts of job site.
- Minimal lifting requirement of 20 pounds or less on an infrequent basis.

Working Conditions:

Work is performed in an office environment, as well as at construction sites located both locally and at out-of-state or out-of-country locations. Requires frequent travel, including overnight trips.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak workload periods or otherwise to balance the workload.

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