



# NEYER

Architects, Inc.

## Job Description for Architect

**Department:** Design/Build  
**Reports To:** Vice President, Architecture  
**FLSA Status:** Exempt  
**Supervises:** N/A  
**Revised:** October 25, 2019

### Summary of Responsibilities

The Staff Architects responsible for assisting the President, VPs of Architecture and Project Architects in the development of project design and documentation through during all phases of a project.

### Essential Job Functions

- Preliminary design activities including client meetings, programming, site planning, facility design, presentations and other design functions as directed, including 3D computer modeling and rendering.
- Analysis of Zoning and Building codes applicable to a project.
- Researching and identifying alternative material and systems applicable to a project
- Participating with the design team in advancing schematic design into presentation quality drawings including rendered site plans, floor plans and elevations.
- Developing Design Development design refinements, details and documents.
- Producing accurate and timely construction document utilizing AutoCAD or Revit, including site plans, plans, enlarged plans, elevations, wall sections, exterior details, interior detail, schedules etc.
- Performing construction administration Activities, including site visits to review conformity of construction with documents, timely review of shop drawings and other submittals, and responding to requests for information/clarification.
- Coordinating and prioritizing resources to assure the timely completion of multiple projects.

### Position Requirements

- Demonstrated experience in schematic design, design development, construction documents preparation and construction administration for commercial projects

### Qualifications and Experience

- 5 years (Staff architect) or 10+ years (Sr. Staff Architect) post-graduate experience in the practice of architecture.
- Architectural registration.
- Proficiency in AutoCAD, Revit, Sketchup and Adobe Creative Cloud
- 3D computer rendering
- 3D printing desirable
- LEED Experience desirable

**Safety Hazard of the Job**

Normal safety hazards associated with office work, and with occasional observational visits to construction sites.

**Physical Demands**

Low physical effort required to sit, stand at files, bend, stoop, lift, and walk. Maximum unassisted lift is 35 lbs. Average lift is less than 10 lbs. Requires ability to use a keyboard and monitor. Also requires the ability to communicate verbally, both in person and on the telephone. May require some travel by car.

**Environmental Requirements**

Average inside office environment. Average office noise levels. No personal protective equipment is required. Ambient temperature is between 68F and 76F.

*This job description is not intended to be all inclusive. The employee will also perform other reasonably related business duties as assigned by their immediate supervisor and other management as required. This job description is not a contract or offer for employment, and either you or AI. Neyer may terminate employment at any time, for any reason.*