

## Job Description: Architectural Designer

Revision Date: 2018.09  
Reporting Structure: Direct to Director of Architecture

Department: Operations  
Direct Reports: No

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### ***POSITION PURPOSE***

The Architectural Designer is responsible for managing the production efforts on public and private architectural projects ranging from \$2 million to \$60 million in construction cost for Performance Services.

### ***DUTIES, TASKS AND RESPONSIBILITIES***

#### **Architectural**

- Use AutoCADR13, Architectural Desktop, and REVIT in architectural design.
- Manage the production efforts on projects/designs.
- Coordinate and assist with "red lines".
- Conduct code evaluations.
- Create and obtain construction document drawings and site evaluations.
- Interpret hand sketches into CAD drawings.

#### **Communication & Collaboration**

- Attend and collaborate in all required project meetings and presentations.
- Coordinate with internal Engineers and Project Managers regarding projects.
- Communicate with outside consultants regarding projects.

### ***BEHAVIORAL COMPETENCIES***

#### **Core Competencies**

- **Integrity** – We act with integrity; truthful, fair and honest.
- **Continuous Learning** – Is a continuous learner focused on constant improvement; embraces new technologies.
- **Exceed Expectations** – Work hard to exceed customer expectations.
- **Compassion** – We are stewards of PSI supporting its growth & ability to help those in need.
- **Accountability** – We take responsibility for our actions and decisions.

#### **Position-specific Competencies**

- **Pace and Variety of Activities** -Fast-paced environment. Leading and controlling multiple projects simultaneously.
- **Focus** -- A definite analytical and technical orientation rather than a social orientation. High standards, high quality work is of utmost importance.
- **Decision-Making** -- Big picture, strategic decisions, well thought out and analyzed.
- **Integrity** – Acts in an honest, trustworthy, high integrity manner; makes and keeps commitments.
- **Creativity** – Completes responsibilities and tasks in a creative, original, and innovative manner.
- **Goal Oriented** – Drives to meet goals in a motivated and self-directed way; works hard with limited supervision. Acts in an eager way to learn and accept challenges. Performs assigned tasks and completes work on schedule.
- **Detail Oriented** – Desire to support team members in a way that is detail oriented and accurate. Displays time management during completion of tasks and responsibilities.



### **WORKING CONDITIONS**

- Office functions will primarily be performed at PSI's main business office.
- Additional hours are required in the evenings or weekends depending on proposal deadlines or other events.

### **MINIMUM QUALIFICATIONS**

#### **Education/Experience**

- Bachelor's in Architecture.
- Minimum of 3 years with Architectural Project Management.
- Minimum of 2 years with REVIT.
- Minimum of 3 years with architectural design.
- Minimum of 3 years in Construction Management.
- Minimum of 3 years commercial building experience.
- Experience in building design.
- Experience in successfully managing multiple projects.
- Experience and knowledge of building construction technology.
- Experience and knowledge of AutoCAD13, Architectural Desktop and REVIT.
- Experience interpreting hand sketches into CAD drawings.

#### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This job description in no way states or implies that these are the only activities to be performed by the individual occupying this position. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary.