GARDNER
KILCOYNE
Architects

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AES Northeast and Gardner Kilcoyne Architects

Job Title: **Project Architect for office located in Williston, Vermont**

Prerequisites: NY and/or Vermont State Licensure as a Registered Architect, or ability to become licensed within three years

5-10 years of prior related work experience

Supervisor: This position reports to the Executive Team (Partners/Members) of the Firm

Confidentiality Requirement:

This position may involve the viewing, preparing, and filing of confidential information related to the finances of AES and personnel of AES. You are not authorized to discuss or release any information to any party, including other staff members in any way related to the finances of AES or the personnel of AES without prior approval from the Managing Member of the firm.

Basic Job Description/Duties

The primary objective of this position is to assist AES Northeast's Architectural Department, Water Resources Department, Mechanical Engineering Department, and Civil Engineering Department by performing the following job responsibilities:

- *As an integral, senior member of the AES team, the PA will coordinate the needs of our clients, the design and technical staff, and outside consultants. The PA will act as the firm's representative in communicating all matters relative to their assigned project on a day-to-day basis.*
- *Lead the project's design development by performing and coordinating the production of preliminary design and construction document packages for a diverse range of projects.*
- *Provide technical expertise in project planning, building design, and construction detailing for renovation and new construction projects of all sizes. Research and develop architectural details and specifications.*
- *Act as project team leader to ensure that tasks are completed efficiently and effectively toward meeting project goals and deadlines. This responsibility includes reviewing work reports and communicating any needs and concerns to employees.*
- *Construction Administration duties include reviewing submittals, answering RFI's, attend on-site project meetings and walk throughs, and review pay applications.*

Other related duties include, but are not limited to, the following:

- *Perform Computer Aided Drafting and Design (CADD) utilizing Revit software, and provide Revit training to other AES staff.*
- *Attend AES in-house meetings including: design meetings, monthly "project management" meetings, and monthly "Revit Users Group" meetings.*
- *Other normal office duties as assigned by your Supervisor.*
- *The above list contains basic duties required of this position. This list may not include all the duties required of this position and this list may be updated from time to time.*

General Characteristics and Experience for candidates:

- *Strong communication and interpersonal skills are essential. Excellent listening skills and the ability to support AES's ongoing professional relationships.*
- *A flexible, yet organized person with a collaborative nature who will work well with clients and design team members. Attention to detail and an ability to prioritize and multi-task are key.*

- *A desire to create design opportunities, regardless of project size, scope, type of project, or budget.*
- *A person of high integrity willing to follow through with commitments.*

Knowledge, Skills and Abilities required

- *Demonstrate proficiency in all phases of project design and management, from preliminary design/ programming to construction documentation and administration, is essential.*
- *A proven understanding of:*
  - o *applicable building code and ADA requirements,*
  - o *design principles for energy efficient building envelopes and sustainably designed projects,*
  - o *and familiarity with various commercial building uses and construction types.*
- *Ability to create well-written, concise, informative reports, emails, and design presentations.*
- *Proficiency at Revit 2018, Microsoft Office Suite programs, Adobe Acrobat, and Sketch-up.*
- *Ability to use Adobe graphics programs (Photoshop, Illustrator, etc.) and project management software such as Procore or Prolog are a plus. The ability and/or willingness to adapt to the latest software tools and resources required to practice Architecture and Design.*

Qualified candidates should submit a cover letter, resume and portfolio, including design work and construction document samples in PDF format. Submission materials may be emailed directly to Liza Kilcoyne, lkilcoyne@gk-architects.com or send online links if file size is too large.

AES and Gardner Kilcoyne Architects are equal opportunity employers. We offer a competitive salary and benefits package and a welcoming, professional work environment.