

# Job Description

L A M B E R T  
ARCHITECTURE + INTERIORS

**Job Title:** Architect or Architectural Designer – Commercial (Architect I or II /Architect Staff I or II)  
**Reports To:** Director of Operations or Sr. Project Manager  
**Full/Part-time** Full Time Position (40 hours/week)

## POSITION SUMMARY:

Licensed Architect or Architectural Designer with 3-7 years' experience with a design and/or technical focus. Will manage significant aspects of one or more projects including predesign, design, construction, and post occupancy services. Ensure project(s) progress on schedule, within external and internal budgets, and to client expectations.

## SUPERVISORY RESPONSIBILITIES:

May supervise, if assigned, internal staff and/or external team members

## ESSENTIAL DUTIES AND TASKS:

### Principal responsibilities [ +/- 80% of typical work week]

- Project Design - Develops project design and/or technical solutions based on client and firm goals, budget, schedule, and expectations.
- Existing Conditions Documentation - For renovation or upfit projects, document existing building shell or existing structure as needed by reviewing as-built documentation, field survey measurements or a combination of both methods.
- Building Information Modeling (BIM) – Use Graphisoft Archicad to model buildings or spaces and develop alternate solutions and approaches for design and ultimately final model and documents for project permitting, bidding and execution.
- Rendering / 3D Visualization – Develop realistic 3D presentation materials including static renderings and/or video animation to illustrate potential design solutions to clients. Our platforms for this include the rendering engine in Graphisoft Archicad, their BIMx plug-in as well as Twinmotion. Post processing work may include additional image manipulation in Adobe Photoshop and/or Illustrator programs.
- Construction Documentation – Develop technical design details for projects and assemble into construction document drawing packages suitable for obtaining building permits and bidding by General Contractors.
- Consultant Coordination - Coordinate our design work with the relevant engineering consultants. This may include overlay of CAD/BIM files for conflict detection and resolution or manual review and coordination.

### Additional responsibilities include: [and expected with more senior, experienced staff]

#### Develop client, project, and services opportunities consistent with firm marketing goals

- Expand existing and cultivate prospective client relationships
- Expand existing and cultivate prospective project and service opportunities
- Assist in the development of proposals. Participate, as requested, in client interviews/presentations
- Supply relevant project/client data (i.e. project/service/“value-adds” statistics, project rendering/photographs, public relation opportunities) to accounting and marketing groups

#### Contribute to the financial growth of the firm through effective project & client management

- Prepare and monitor tasks to accomplish and coordinate design or technical work for one or more projects. Work to be consistent with client requirements/expectations, contract and fee agreements, schedule, and Firm Standard Operating Procedures (SOPs).
- Become familiar with provisions of architect, consultant and contractor agreements. Ensure terms of agreement are followed. Report owner/contractor/regulatory changes that might require supplemental/additional services.
- If required, determine and monitor staffing requirements for assigned projects based on budget, schedule, and other project requirements. Make recommendations to firm management relative to personnel needs.
- If required, monitor and regularly report project progress and team performance to client and firm management. Report scope changes, decisions & other information that may affect schedule and/or costs.
- Continuously instruct, guide, and counsel clients & project team(s) regarding firm and project SOPs, strategies, and expectations

**Supervise staff if assigned in accordance with firm policies and applicable laws**

- Provide leadership; establish & communicate clear team member roles and performance standards
- Prepare and conduct performance reviews for staff under his/her direct supervision; provide input with regard to staff not under his/her direct supervision, as requested
- Ensure firm policies are observed by staff under his/her direct supervision and, if necessary, recommend disciplinary action to management
- Develop assigned staff capabilities through continuing education and mentoring

**Maintain and expand professional and technical knowledge**

- Attend educational workshops presented by firm and review professional publications.
- Develop a special expertise in an existing or new firm practice area or firm market sector
- Participate in professional, business, and/or non-profit organizations

**Contribute to team effort**

- Perform other firm duties as required

**QUALIFICATIONS:**

Architect or Architectural Designer Position requires diploma from an NCARB-accredited architectural degree program or a 2-year Community College program. If licensed as an architect, North Carolina registration preferred. Additional qualifications a minimum of 3 years design, and construction services experience in one or more of the following project types: Workspace, Higher Education, Healthcare, Automotive, Retail rollout, Food Service or Financial. Masters Degree, NCARB certification, LEED accreditation or other professional certifications will be considered as a plus to your qualifications.

**TECHNICAL AND PROFESSIONAL SKILLS:**

Proficient in a BIM software such as Graphisoft Archicad (preferred) or Autodesk Revit. Candidates with only "2D" AutoCAD or other CAD drafting may be considered depending on the strength of their other skills. Supporting programs include Microsoft Outlook, Word, Excel, Project, PowerPoint; and Bluebeam Revu; Adobe Suite products (Acrobat Reader, Pro, InDesign, Photoshop, Illustrator, etc.)

Extensive knowledge of governmental regulations, building codes, construction document preparation, contract administration, and architectural and sustainable design techniques.

Strong skills and abilities in the following: attention to detail; organizational, time management, and people management skills; written and oral comprehension; active listening skills; social perceptiveness; written and oral expression; problem sensitivity; deductive reasoning; critical thinking; active learning; ability to work independently; adaptability; and ability to interpret drawings and specifications.

**WORK ENVIRONMENT:**

Work is performed inside a standard office environment with minimal noise levels. A "hybrid" work schedule may be a possibility for this position with 2-3 days a week working in the LAMBERT office in Winston-Salem with the ability to work the balance of the time remotely.

**PHYSICAL REQUIREMENTS:**

Frequently required to sit, stand, bend, stoop, reach with hands and arms, talking, hearing, and grasping. May occasionally require lifting light to medium weights (10 - 20 pounds). Specific vision abilities required by this position include: close vision, distance vision, ability to adjust focus and the visual acuity to operate a keyboard. The physical demands are representative of those that must be met to successfully perform the essential functions of the position.

**TRAVEL REQUIREMENTS:**

This position may require occasional overnight travel.