KAIZULT.

Job Title

Senior Architect

Classification

Exempt (not eligible for overtime)

Salary Grade/Level/Family/Range

TBD

Reports to

Program Manager

Date

June 2, 2017

JOB DESCRIPTION

Summary/Objective

The Senior Architect position is primarily responsible for reviewing design deliverables (drawings and specifications) relating to pre-owned automobile dealerships, collision centers, auction facilities and parts stores for a major US automobile retailer. The design deliverables are prepared by outside architectural firms and material/equipment vendors. The reviews are phased throughout design development to assure that the design documents are complete and accurate, and conform to pertinent client requirements, including corporate branding guidelines. The Senior Architect also prepares conceptual site and building layout drawings to support land acquisition and budgeting.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Review design deliverables (plans and specifications) prepared by architectural firms and provide comments relative to completeness of design documents, conformance with client requirements, adherence to building codes and proper design practice.
2. Coordinate with client regarding operational and corporate branding requirements.
3. Lead the development of design standards/guidelines and building prototype designs for pre-owned, collision, auction and parts facilities.
4. Manage collection and filing of design documentation to assure that it is current and available for efficient retrieval.
5. Prepare conceptual site and building layout drawings to support land acquisition and budgeting processes.
6. Review contractor and vendor submittals, including product sheets, shop drawings, samples, record drawings, etc.

Competencies

1. Organizational Skills.
2. Task Management.
3. Thoroughness.
4. Technical Capacity in Subject Matter.
5. Competence in building design and architecture for auto dealerships, collision centers, and auction facilities, or similar in scope and complexity.
6. Clear Communication – both written and verbal.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, software, printers, etc.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Position Type and Expected Hours of Work

This is a full-time position, and hours of work and days are Monday through Friday, 8:00 a.m. to 5 p.m., with one hour for lunch.

Work Location

Fort Lauderdale, Florida.

Travel/Relocation

Some travel is expected for this position. No relocation is authorized.

Required Education and Experience

1. B.S. or M.S. in Architecture from an accredited university.
2. 10 to 15 years of related experience.

Preferred Education and Experience

1. Licenses in CA, TX and FL preferred.

Additional Eligibility Qualifications

None required for this position.

Work Authorization/Security Clearance

US Citizen. Security Clearance not applicable.

AAP/EEO Statement

It is the policy of KaiZult US LLC not to discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, or veteran status.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager_____

HR_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____