



POSITION OVERVIEW

JOB TITLE: Architectural Associate

REPORTS TO: Mike Thomas, Director of Architecture, TWG Development, LLC

JOB SUMMARY: The Architectural Associate is responsible for assisting the Development and Architecture team in all stages of Design, from Site Planning, through Construction Documents, and into Construction Administration.

Mandatory Experience/Skills:

1. AutoCAD and REVIT
2. Strong ability to create 3-D Modeling and presentation graphics
3. Desire to work on Rehabilitation, Adaptive Re-Use, and New Construction projects
4. Ability to work in a fast paced, team oriented environment

Preferred Experience/Skills:

1. Basic knowledge of Fair Housing guidelines and Equal Housing Opportunity requirements
2. Experience with NGBS, LEED, or other Green Building certification projects

Key Performance Objectives:

1. Aptitude to work with multiple architectural, structural, civil, landscape, and MEP consultants on various multi-family and/or mixed use projects.
2. Understanding project requirements in order to establish a project-specific design plan

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to execute each essential duty satisfactorily if not above expectations. The requirements listed are representative of the knowledge, skill, and/or ability required. This list is not all inclusive of the role's potential requirement

Interpersonal Responsibilities

1. Work with consultants and 3rd party design team to meet performance standards and successfully delivering on project objectives as originally established and issued to TWG Development

Operational Responsibilities

1. Contributing to Design and Planning of various projects and project types Understanding and implementing maximum square footages, necessary fire separations, frequently granted variances, com check, ASHRAE regulations, etc.
2. Preparing Application and Construction documents for projects as needed
3. Understanding of code compliant paths to maximize building efficiencies
4. Understanding of developing layouts that result in efficient structural designs
5. Ensures complete understanding of all project requirements and oversees all potential design phases
6. Participates and attends in development, pre-design, pre-construction, meetings for each project as required

Organizational Responsibilities

1. Contribute to multiple projects with continuing changes in priorities and needs
2. Assists project team in foreshadowing any possible design challenges and working with the project team to provide any valued engineering ideas