

POSITION OVERVIEW

The Staff Architect is responsible for overseeing the design and modifications of house plans and layouts to provide a cost-effective product that will serve the homebuyers' needs. This includes creating and managing a library of designs. Through this process, the architect works with the construction team to ensure we have an affordable and volunteer friendly product. With a focus on efficient and grant compliant design the architect (or drafts person) will ensure the long-term durability and affordability for our homebuyers. The Staff Architect will influence and collaborate on single and multifamily projects.

PRIMARY RESPONSIBILITIES¹

- Design
 - Design/modify house plans using feedback from staff and Tigers with the approval of VP of Construction
 - Maintaining and reviewing supporting design documents from suppliers and volunteers
 - Maintain visitable compliance as well as other prioritized building best practices and standards
 - Develop color schemes & finish options
 - Maintain construction practices that ensure a volunteer friendly project
 - Create and update takeoffs
 - Develop the effective use of materials.
 - Manages and updates panel build prints
- Preconstruction (optional)
 - Permitting projects with the City of Indianapolis or other permitting authorities.
- Land Development/Facilities
 - Work closely with the Real Estate Director and Land Committee to develop the most effective use of land.
 - Assist Operations when technical questions arise.

ACCOUNTABILITY ITEMS

- Creating and maintaining house designs
- Creating and maintaining design documents
- Applying for permits (optional)

KNOWLEDGE, SKILLS & ABILITIES²

- Strong organizational skills and time management



- AutoCAD, REVIT
- Basic proficiency in Microsoft Office Suite & Adobe Acrobat
- Self-Starter
- High level of interpersonal, written, and verbal skills
- Ability to manage multiple projects at a time
- Ability to work independently as well as in a team
- Adobe Suite and SketchUp preferred
- Hands on, flexible and detailed orientated
- Experience and knowledge of best practices of residential construction regionally to Indianapolis.
- Experience and knowledge of best practices of affordable housing.
- Experience permitting with the City of Indianapolis preferred

EDUCATION, EXPERIENCE, & CREDENTIALS

College degree or commensurate level of Residential Construction related experience with 5-10 years of specifically related experience and education required.

PHYSICAL REQUIREMENT TO PERFORM THIS JOB ³

- Utilize the telephone and communicate with others, inside and out of the office environment
- Manual dexterity and visual acuity for computer keyboarding, office equipment use, and detailed reports and information
- Must be able to move about rough terrain at site locations
- Climbing, pushing, shoving moving on occasion
- Ability to lift 50 pounds

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____