

Davitt Design Build, Inc.

Exempt Position Description

POSITION TITLE: Architect

REPORTS TO: President

DATE: NOVEMBER 2018

Davitt Design Build is seeking a high performing Architect to join our award winning firm. This position will work collaboratively within a team structure to design high-end residential homes and remodeling projects and their respective engineering. Additional responsibilities include overseeing overall aesthetics and functionality of the projects within budget requirements and ensuring compliance with all local regulations/codes.

Primary responsibilities include:

- Manage the design process from the initial introduction with the client to the final construction plans.
- Produce artistic drawings to communicate design ideas to clients.
- Produce initial progress drawings for use in estimating, client meetings, and building permitting processes.
- Meet with clients regularly during the design process to discuss project objectives, requirements and budget to ensure acceptance of final plans.
- Prepares final issued plans, using AutoCAD software which include as needed: floor and roofing plans, specifications for building materials, installation criteria, elevations, kitchen and bath plans, detailed site plans, landscaping plans, sections, and FFE diagrams.
- Prepares structural designs.
- Keeps client abreast of project design schedule and budget.
- Coordinates with interior designers, landscape architects and other professionals as needed.
- Prepares design meeting minutes for internal use and clients.
- Works with the Estimator to ensure the project progression is within clients' budgets.

Education/Experience:

- Professional degree and 5+ years of professional experience as a designer
- Strong conceptual and design skills
- Advanced knowledge of and proficiency in AutoCAD, Revit and Sketch-Up
- Current RI Architectural License