



**Reporting to:** Production Manager  
**Department:** Consulting Services  
**Start Date:** ASAP  
**Position Title:** Architectural Technologist  
**Type of Position:** Full-time Permanent / Contract (Remote work)  
**Salary:** Open  
**Location:** Richmond Hill, ON

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### **Summary of Role:**

The Architectural Technologist is responsible for internal customer service and deliverables relating to the production of Interior Design concept and contract documents. The Architectural Technologist main mandates are to provide detailed and accurate interior design conceptual drawings, permit & tender working drawings and specifications, and accurate & efficient site verifications. Formally reporting to the Production Manager, the Architectural Technologist will also work closely with Senior Architectural Technologists, other Consulting Services personnel, and external project consultants to ensure all project objectives and deliverables relating to the production of Interior Design concept and contract documents are understood and met within the allotted project budget and agreed upon timeline to complete these documents.

### **Duties & Responsibilities:**

*Include but are not limited to...*

- Provide the highest level of client service
- Continue to nurture relationships with internal customers through collaboration with all associates
- Cultivate / foster long term continuous business relationships with clients, consultants and suppliers
- Working knowledge of interior construction methods, building materials and building code regulations, the permit application & approval process, and contract administration
- Conduct site verifications and documents existing conditions in detail for the preparation of as-built CAD/Revit drawings
- Ensure projects remain profitable through ongoing monitoring of deliverables with project team members and review on a regular basis with assigned Team Captain and Director, Design Services
- Perform and execute design deliverables following Mayhew standards for all deliverables
- Production of interior design working drawings, specifications for tendering, permits, contract and bidding documents, tender packages, RFI responses and bid analysis review
- Preparation of site instructions, related drawings, changes and the management of all administrative processes related to contracts
- Coordination of sub-consultants in the preparation of their deliverables in conjunction with interior design drawings and specifications



- Review of all working drawings and deliverables under your direction prior to issuing to Client/Building permit application, Tender and/or Construction
- Weekly project progress review meetings with VP, Design Services to review project profitability, resources, workload assignments and project timelines
- Identifies new opportunities to add value to the organization and helps others meet / exceed career based goals and objectives
- Uses every communication channel available to identify customer needs / expectations and to relay them to other project consultants - both internal and external
- Maintain an awareness of each project budget and drawing completion timelines for assigned projects and/or activities
- Provide value engineering to design team on preferred methods of interior construction
- Maintain a safe working environment by following and enforcing company health and safety standards
- Identifies personal and professional developmental needs on an annual basis
- Demonstrate knowledge of the entire organization, its products and services
- Adapts to changes in the work environment; modifies approach or method to best fit the situation; manages frequent change, delays, or unexpected events in a positive and professional manner
- Complete all assigned project deliverables for each design contract within hours allocated to complete each tasks
- Complete all tasks / deliverables within each project deadline
- Work on multiple projects as assigned
- Demonstrate a high standard of professional ethics and fairness

#### **Qualifications:**

- **Minimum of 3 – 5 years experience**
- Intern / Technician or Accredited member in good standing with the Association of Architectural Technologist of Ontario (AATO)
- Graduate of a College or University diploma or degree program in the field of Architectural Technology, Interior Design or Architecture
- Extensive knowledge and proficiency with current software versions of AutoCAD and Revit
- Working knowledge of materials, methods and tools involved in the construction of building interiors
- Working knowledge of techniques, tools and principles in the production of interior construction documentation
- Knowledge of construction methods, contracts, activities, schedules and milestones, and administrative processes
- Knowledge of federal, provincial and municipal building laws, building and safety codes, health and environmental standards and regulations
- Knowledge of construction and project management activities
- Knowledge of individual project budgets and timelines
- Proficient with Microsoft Office applications (*Outlook, Excel, Word and PowerPoint*)
- Excellent organization and time management skills



**How to Apply:**

Please forward your cover letter & resume to: [rterpselas@mayhew.ca](mailto:rterpselas@mayhew.ca)

We thank all those who apply, however, only those selected for an interview will be contacted.