



Job Description

Job title: Architectural Designer
Reports to: Director of Design
Company: Travois Design & Construction Services

Date: July 2022
Job Type: Full Time
Location: Kansas City, MO

About Us: Travois is a certified B Corporation that helps Indigenous governments and businesses across the United States build safe, affordable homes and create good jobs in thriving communities. We do this by providing financial consulting, architectural services, and compliance services.

Summary: The candidate in this position will support Travois Design & Construction department employees at all points in the design and construction process, including but not limited to; research and planning during the schematic phase, design development, creating bid/construction drawings and specifications, and assisting with construction oversight during the building phase.

The candidate in this position will report to the Director, but will work in close contact with the rest of the Travois Design team and other Travois departments to facilitate smooth and timely completion of projects while also coordinating LIHTC requirements.

Requirements for the position include a bachelor's degree or Master of Architecture degree. Candidates will be eligible to complete the Intern Development Program and become licensed under our professional development program. Experience with residential or multifamily housing design is preferred and strong AutoCAD/Revit skills are necessary.

If you're self-motivated, results-driven and enjoy working on a collaborative, cohesive team we want to hear from you!

Travois offers a generous benefit package. Employees receive a 10% contribution to their 401(k), employer paid health care, 12 weeks paid parental leave, unlimited PTO and more.

Benefits:

- 401(k)
- Dental insurance
- Flexible schedule
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Unlimited Paid time off
- 12 weeks Parental leave
- Professional development assistance
- Tuition reimbursement
- Vision insurance

Travel:

- Requires an estimated 10% of the time or approximately 6 trips (2-5 days per trip) per year traveling to clients across the country to market, provide preliminary design services

(charettes), attend construction meetings and conduct construction monitoring of work-in-place.

Supplemental Pay:

- Potential for Bonus pay tied to the business' profitability

COVID-19 considerations:

- Vaccine requirement for all staff.

Education and Experience:

- Bachelor's or Master's of Architecture Degree from a NAAB-accredited architecture school
- Experience with residential or multifamily housing design is preferable, particularly affordable housing. Also desirable; experience with designing for Native American clients.

Duties and Responsibilities:

1. Work closely with TDCS project lead to help draft preliminary design documents, create 3-d renderings, translate design concepts to technically detailed construction document sets, prepare specifications and project manuals, assist with project bidding and value engineering and provide support during construction process. under the supervision of an architect.
2. Assist TDCS staff in construction administration tasks – typically tracking RFIs, Change Orders and Submittals, coordinating review with appropriate TDCS project lead and/or engineering consultant. Follow up with client or contractor for additional information as needed. Track responses to ensure timely turn around.
3. Assist TDCS staff in design process – typically product research, preparation for presentations, ordering samples, researching code or LIHTC design requirements. Participate in the creative design process, providing input for new design clients, researching products, building methods or other green building techniques that can be applied to our affordable housing projects.
4. Update project tracking software (Salesforce) with project information as needed
5. Coordinate with outside consultants as needed (Engineers, Surveyors, Asbestos/Remediation Consultants)
6. Interacting with other Architects and Designers to exchange ideas and provide support.
7. Perform other related duties as assigned.

Skills and Competencies:

- Excellent oral and written communication skills
- Confident public speaking
- Strong individual initiative and commitment to excellence
- Excellent client service and client relations
- Effective time management, multi-tasking, organization, and problem solving
- Competent/experienced with Autodesk/AutoCAD/Revit drawing software
- Proficiency with relevant computer and software tools including Microsoft Office, Salesforce, Asana, and Prezi.
- Valid driver's license
- Ability to work from home if necessary

Physical Requirements of the Job:

- Ability to sit or stand at desk working for extended periods of time during the workday
- Ability to communicate verbally, in person and by telephone, with colleagues and customers in the office and around the country

- Ability to use a computer and communicate via the internet with colleagues and customers in the office and around the country.
- Ability to travel by airplane and drive a car to work sites, ability to visit client sites doing inspections of LIHTC projects and meeting in clients' offices

Work Schedule:

Monday - Friday, 8 a.m. to 5 p.m. Additional hours will be required depending on required travel and deadlines. We have flexible scheduling and unlimited PTO and work from home opportunities after initial training and onboarding period and with approval from department supervisor.