

Santa Fe Architect Firm Seeks Architect

We are an established firm with more than 65 years of history which engages projects for both public and private clients including the State of New Mexico and LANL. Our projects range throughout New Mexico and into adjacent states. We are looking for an experienced Architect to join our office who can serve as a point of contact with our clients, participate in design development, manage production of construction documents, and perform construction administration. The ideal candidate will be a generalist with knowledge of the current IBC, ADA standards, and the process of procuring work. Due to the nature and location of our projects site visits may involve distance travel and overnight stays.

Responsibilities:

- Participate in Design Development and takes on technically challenging issues with the Contractors and Clients.
- Perform code and zoning analyses.
- Organize drawing sets and oversee drafters in completing all submissions.
- Produces drawings without supervision.
- Coordinates meetings with consultants as necessary to produce documents.
- Organize and lead site visits and surveys.
- Take initiative to complete work and is thorough and detail-oriented.
- Conduct material research and meet with vendors as necessary to understand materials and products.
- Perform Construction Administration throughout the life of a project.
- Use office standards of document control including AIA forms.

Requirements:

- 10+ years' experience in Architecture
- B.S. in Architecture
- Must be a Registered Architect, or able to be registered in NM within 12 months.
- Must be proficient with AutoCAD.
- Must be proficient with Microsoft Office products.
- Must be able to travel 2-4 days per month

Additional qualifications desired:

- LEED certified.
- Familiarity with AIA documentation.
- Experience in Public work.
- Experience with ADA and retrofitting for accessibility.
- Experience with Revit and BIM work.

Send resume to: office@conronandwoods.com