

JOB TITLE: Architect

CONTACT INFORMATION:

Send resumes to

JBanks@RealAmericaLLC.com

OVERVIEW

RealAmerica companies is a full-service real estate firm in operation over 20 years focused on the development, construction, design, property management and ownership of multifamily housing, self-storage and general office developments. A unique opportunity has arisen in the Design Company for an **Architect** to head the department and work with the Executive Team in future development opportunities. The Architect will report directly to the President of RealAmerica and will manage day to day operations of the Design Department including project design, document preparation, and consultant coordination.

The Architect will create thoughtful project designs that comply with program requirements and within development budgets. The Position also supports RealAmerica's Development, Construction and Property Management Departments. The position will work out of RealAmerica's Fishers, Indiana Headquarters. Benefits include employee health insurance, life insurance, 401(k) with match, and paid time off. The position requires travel within the State of Indiana and to possible project locations in other States.

QUALIFICATIONS:

Training/Education

- Min 5 year Degree in Architecture from an Accredited College or University.
- Valid Indiana Architect's License.
- Active Registration with NCARB - ability to obtain license in other states as required for projects.
- LEED or other Green Building Accreditation a plus.
- AutoCAD or Revit Experience Required.
- Valid Indiana Driver's License.

Experience/Skills

- Minimum 3-5 years' experience in multi-family design preferred.
- Experience designing for Section 42 Tax Credit Program preferred.
- Rehabilitation/restoration project experience.
- Ability to prepare construction document plans and specifications.
- Knowledge of general construction practices, building codes and accessibility requirements.
- Knowledge of Fair Housing Design Guidelines and applicable program regulations.
- Good oral and written communication skills.
- Ability to multi-task and lead consultants and/or contract employees.
- Computer literacy – ability to operate in Microsoft Office platform, PDF file creation and transfer.
- Knowledge of Equal Housing Opportunity (EHO) requirements and applicable program regulations.
- Ability to create 3-D modeling and presentation graphics.

Essential Functions:

Pre-Design:

- Assist the Development Department in the analysis of potential sites or existing buildings for new development opportunities.
- Prepare preliminary design drawings as required; this may include preliminary scale plans, elevations, and amenities for all buildings and the site for a proposed development.
- Consult with the Management Department to insure Management goals and needs are addressed.
- Consult with the Construction Department on development of preliminary budget.
- Prepare and execute forms in support of required Tax Credit Applications.
- Complete documentation of existing structures for renovation projects.

Construction Documentation:

- Engage and manage required Team Members/Consultants – Conduct regular coordination meetings/reviews.
- Coordinate Mechanical, Plumbing, Electrical, Structural, Civil Engineering, Geo-tech and other assigned consultants during Design and Construction Phases.
- Prepare contract drawings and specifications for Bidding, Permitting and Construction.
- Prepare guide specifications for Design/Build opportunities.
- Prepare finish boards depicting selections for interior and exterior materials for review/approval by other Departments.

Construction Administration:

- Conduct on site observation of construction projects to monitor compliance with permitted drawings.
- Review Shop drawings and Submittals.
- Work with Construction Department to answer RFI and resolve design issues.
- Review and approve monthly draw requests.
- Review closeout documents including O&M manuals, warranties and as-built drawings.
- Provide Final Certificates of Substantial Completion and other documents needed by governing officials, inspectors, financial partners and owner.

Other Duties:

- Other duties as assigned by President or as required to provide assistance to other Departments.