



Senior Architectural Designer Job Description

The Senior Architectural Designer is a full-time, salaried, exempt position for a full-service design-build company, APPRO Development, Inc., located in the south metro community of Lakeville, Minnesota. APPRO has been serving south metro businesses for more than 35 years, providing property solutions, which have included industrial, office/warehouse, distribution, manufacturing, retail, restaurant, professional office, medical, dental and veterinarian offices, land development and master planning services. This role is an exciting opportunity to join a team of experts, to see your designs come to life, taking an initial concept to completed construction.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works under the direction of the Registered Architect and with other design team members to complete the following:
 - Provide project support in multiple ways – material identification and selection for specification, developing design concepts, rendered images, field verification of existing buildings
 - Create drawings and documents utilizing REVIT software
 - Coordination of projects with other project team members and consultants
 - Performs analyses of project requirements, such as planning and occupancy studies (space planning) and conceptual design and design development for projects of varying size and complexity
 - Assists in preparing staff workload time estimates, including third party providers (e.g. civil, structural)
 - Provides technical support to the construction management team including review and approval of project submittals and shop drawings

Competencies:

- Passionate about exceeding client expectations through both technical and creative aspects of design and can demonstrate the ability to successfully lead and produce great design from initial inception to completion of construction documentation
- Team player with the ability to manage design ideas and client expectations in a collaborative and innovative environment
- Strong verbal and written communication and presentation skills
- Self-motivated with a positive spirit, well organized and capable of meeting or exceeding deadlines, while learning and growing in the role
- Experience with wood frame, steel and concrete building types with experience in all phases of architecture and the ability to coordinate all aspects of assigned projects
- Strong organizational skills, with the ability to work on several projects/tasks at the same time

Work Environment & Physical Demands

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, large format printers, and print and e-filing systems.

Position Type/Expected Hours of Work

This is a full-time, exempt position. Standard days and hours of work are Monday through Friday, 8 a.m. to 5 p.m.

Travel

Minimal travel is expected for this position (most projects are located in relatively close proximity to the APPRO office)

Required Education and Experience

- Proficiency with and advanced knowledge of REVIT software (3-5 years' experience)
- Knowledge of AutoCAD, rendering software, Photoshop, Microsoft Office suite, Bluebeam
- Minimum of a two-year architectural drafting degree & three years of experience in this field

Preferred Education and Experience

- Four years of experience in this field
- Bachelor's Degree in Architecture

EEO Statement

APPRO Development, Inc. shall provide equal access to and opportunity in its employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Additional information and/or questions may be directed to:

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