



INTERMEDIATE ARCHITECT - OTTAWA

Description of the firm:

Founded in 1990, ERA Architects specializes in architecture, heritage conservation, landscape and heritage planning as they connect to historical places, and provides full professional services to both public and private sector clients. Our core interest is in relating heritage issues to wider considerations of urban design, landscape and city building, and to broader cultural and community values. ERA works collaboratively with other firms to engage in conservation and improving the built environment.

Our work involves the adaptive reuse of existing buildings, as well as the design and construction of new buildings in sensitive contexts. Understanding context and improving the quality of places are the key components to the success of our stimulating projects. We work collaboratively both inside ERA and with our consultants to support projects on various scales and complexity.

Description of the position:

ERA is seeking an Intermediate Architect with heritage expertise for a range of rehabilitation projects. The position will be located in Ottawa. The position will involve working in a collaborative team environment, working on all project phases including research, analysis, site investigations, report writing, production of construction documents (drawings and specifications), consultant coordination, attendance at meetings, problem solving, site review and contract administration.

The ideal candidate for this position will have a sensitivity for contextual design and well-rounded architectural and technical experience. Additionally, they should be a collaborative manager who can oversee complex projects (in CAD + Revit). They should also have excellent verbal and written communication skills, very good organizational skills and an ability to multi-task in a busy office. This position will involve working in a team environment, supporting projects on various scales and complexity whose aim is to improve the quality of places.

Key Responsibilities:

- Work in a collaborative team environment;
- Oversee day to day flow on multiple projects of various scales;
- Develop, coordinate and produce construction documents (drawings and specifications) on projects including through delegation and collaboration with the project team;
- Undertake, oversee and coordinate site review and contract administration, including both office functions and field functions (including, but not limited to: process, review and answer RFIs and submittals; write regular field reports and distribute to the team; maintain RFI and submittal logs; and review and comment on change orders);
- Assist in resolving problems that arise on the jobsite, in collaboration with the Project Associate/Team Lead;
- Report to the Associate on a regular basis outlining status of job cost control and scheduling issues; and
- Implement the project as directed by, or in consultation with, the project team.

Expertise and experience sought:

- Graduate of a master's program in Architecture;
- An intern architect or licensed architect;
- Have acquired approximately 7-10 years of on the job experience in an architectural environment;
- Have a strong interest and experience in heritage conservation (in academic and/or professional settings);
- Have a good familiarity with architectural standards and building practices;
- Have strong written and verbal communication skills
- Be proficient in AutoCAD, Revit, Adobe Creative Suite and MS Office;
- A post-graduate or other conservation-type degree or training will be considered an asset, as will



membership of CAHP (Canadian Association of Heritage Professionals).

Employment conditions:

- Competitive salary according to level of experience;
- Generous Health and Dental Benefit Plan;
- RRSP matching plan;
- Tuition Reimbursement plan.

To apply please email your resume to employment@eraarch.ca and indicate in the subject line: Application for Intermediate Architect – Ottawa.

ERA does not discriminate against applicants or employees because of their race, creed, color, age, religion, gender, disability, sexual orientation, marital status, military status, national origin or ancestry. ERA is committed to fostering an inclusive and equitable workplace where all employees and partners feel valued, respected and supported. ERA is committed to working with and providing reasonable accommodation to applicants with disabilities.

We thank all applicants for their interest; however only those selected for an interview will be contacted. No agency referrals will be considered.