RAW DESIGN INC.

JOB DESCRIPTION

**Job Title:** Architectural Technologist

**Reports to:** Team Leader, Project Architect, & Partners

**Date:** March 14, 2025

**Terms of Employment:** Full-time, permanent

**Start Date:** As soon as possible

**Benefits Offered:** Health and Dental after three (3) month probation period.

**Vacation:** 15 Days to start. Full-time Staff receive one (1) additional day per year of service.

**Salary:** $60,000 – 75,000 per year.

**Location of Work:** Toronto, ON

Our office is located in Toronto, ON. While we encourage staff to work from the office to foster collaboration, staff may be able to work from home. There may be times when remote work is not permitted, and staff will be required to come into the office or visit project sites, as necessary.

**Language of Work:** English

**PURPOSE**

The Architectural Technologist / Civil Engineer position at RAW plays a crucial role in advancing the design studio's objectives. They are responsible for producing accurate and fully coordinated construction documents, overseeing drawing deliverables through the design and tender document stages, providing mentorship to junior staff, and facilitating seamless communication with sub-consultants and contractors to quickly resolve problems as they arise. Their adherence to building codes and client-specific goals ensures the delivery of clear and concise solutions.

**RESPONSIBILITIES**

* Assist in preparing design development documents
* Prepare presentation graphics and drawings
* Create two and three-dimensional (2-D and 3-D) models in REVIT
* Construct architectural and display models
* Prepare and analyze technical documents and reports
* Prepare accurate and fully coordinated working drawings
* Ensure accuracy and coordination of tender contract documents
* Assist in supervising construction projects
* Supervise architectural technical staff, monitor and verify accuracy of work by project team
* Ensure compliance of drawings and specifications with building codes
* Prepare reports and recommendations of constructability related to the civil engineering scope of work.

**REQUIRED KNOWLEDGE, SKILLS AND EXPERIENCE**

* Diploma in Architectural Technology from a recognized institution.
* Masters Degree in Civil Engineering.
* Ability to work in fast paced environment with tight deadlines.
* Responsible for ensuring high level of construction documentation accuracy for medium to large-sized residential and commercial projects.
* Conducting on-site investigations, and data for risk analysis.
* Expertise in Water Supply and Sewage Management: in-depth knowledge of water supply systems and sewage management, with the ability to adapt to diverse municipal water management policies. Capable of designing and implementing efficient water distribution and waste disposal solutions that comply with local regulations.
* Proficient in Foundation Engineering: Strong understanding of foundation engineering principles, particularly in scenarios where sites are constrained. Skilled in conducting and overseeing further excavation to meet municipal parking standards and other site-specific requirements.
* Strong working knowledge of BIM/3D model software to analyze and interpret survey drawings within the context of project sites. Ability to integrate survey data into comprehensive models that facilitate project planning execution.
* Extensive knowledge of Part 3 and Part 9 of the Ontario Building Code (OBC).
* Strong understanding and application of Toronto Planning and Zoning Bylaws.
* Advanced skills in working with REVIT and AUTOCAD software.
* Assist with applications for building permits, Issued for Tender, and Issued for Construction documents.
* Proficient in leading the setup and organization of design development drawings from SPA level drawings.
* Proficient knowledge in the use of building material and related construction techniques.
* Proven ability to oversee and mentor employees performing contract administration tasks.
* Demonstrated experience in preparing and coordinating architectural working drawings
* Strong problem-solving skills with a high level of detail.
* Self-starter capable of working independently or in small groups. Ability to manage various stages of a project with minimal supervision.
* Excellent verbal and written communication skills to effectively liaise with consultants, contractors, and team members.
* Flexibility to participate in special projects and adapt to the changes and needs of the studio.

**WORKING CONDITIONS & PHYSICAL REQUIREMENTS**

* The hours for this position are from 8:30 a.m. to 6:00 p.m. from Monday to Thursday, and from 8:30 a.m. to 12:00 p.m. on Friday. Overtime may be required.
* This is primarily an office-based job requiring extended computer use, with the possibility for staff to work from home occasionally or on a regular basis.
* Occasional travel to job sites for site visits and meetings with consultants and contractors may be required.
* Personal protective equipment must be worn on job sites.
* Must be able to handle and prioritize multiple tasks in a fast-paced environment.

**CONFIDENTIALITY AND DISCRETION**

The person in this role must maintain the confidentiality of all company and client information and must not discuss such matters outside of RAW. Tact and discretion must be exercised in all dealings with clients, consultants, contractors, and potential clients to uphold and enhance the positive image of RAW.

**HOW TO APPLY:**

To apply for this position at RAW, please follow these instructions:

Please send your CV along with representative examples of your work (maximum four sheets, letter size, in PDF Format) to cp@rawdesign.ca. Kindly indicate “Architectural Technologist / Civil Engineer” in the subject line of your email.

All information will be kept confidential.

Please note:

* Applications should only be submitted only through the specified email address.
* We kindly request no phones calls, walk-ins, or agency submissions.
* Due to the high volume of applications, only those selected for an interview will be contacted.

At RAW, we value diversity, equity, and inclusion. We provide equal opportunities to all candidates regardless of race, ethnicity, gender identity, sexual orientation, age, religion, disability, or any other characteristic protected by law. We are committed to ensuring accessibility throughout the recruitment process. If you require accommodation, please let us know. We believe that by fostering an inclusive workplace, we can better serve our clients and support our employees.

Thank you for your interest in joining RAW. Please send resume to Carrie at [cp@rawdesign.ca](mailto:cp@rawdesign.ca). Visit our website wwww.rawdesign.ca for more information about our projects, people, and studio.

**Business Address:**

22 Geary Avenue

Toronto, ON