

Martis Camp - Architecture Review Assistant

Summary:

This position requires solid knowledge of the residential construction process and the ability to directly correlate job site and project status to the corresponding construction documents and community standards. Exceptional writing and communication skills (in occasionally challenging circumstances) are mandatory. Must be able to work efficiently and independently while upholding the community's architectural design and construction standards.

This is a full-time seasonal position that requires maintaining a consistent work schedule set by the Director of Architecture Review (30-40 hours per week starting May 3rd, 2021 through October 31st, 2021).

For any questions, or to submit your resume: Vangie Wightman, vangiew@martiscamp.com.

Duties include but are not limited to:

- Review of architectural submittals (Change Requests; minor/moderate Post Final Release Change Requests; minor/moderate/major Landscape Design submittals)
- Performing residential construction site inspections and if necessary, contacting contractor/superintendent to work through any issues.
- Perform property inspections relative to proposed landscaping, tree removal, etc.
- The ability to participate in myriad discussions, communications and conversations as required with an applicant team to ensure the highest level of design success and/or construction management success. Must be able to positively communicate with all walks of life in a constructive fashion, regardless of circumstances.
- Meeting in person with Martis Camp owners, architects, general contractors, sub-contractors, landscape architects, landscape installers and home management teams. Understand goals and the best path to achieve those goals with respect to the Architecture Handbook and community CC&R's
- Filing submittal materials in project binders; stamping/folding drawings for filing
- Entering and tracking submittal, fee/deposit, job status and material information into project management software.
- Participating in the onsite material mockup process

Requirements:

- Some college or technical school (architecture, engineering, construction management, or similar field) OR 1-3 years working in an architecture firm, construction company or similar.
- Ability to read and understand construction drawings (site plan, floor plan, elevation, etc.)
- Ability to read and assess landscape design drawings
- Ability to communicate effectively and professionally with Owners, Contractors and Architects
- Pre-employment drug screen (which includes marijuana)
- Must have a valid driver's license with a clean DMV record and personal vehicle to be insured to drive to travel to, from, and while on the project site (mileage is reimbursed)

- Knowledge/prior use of Microsoft Office software (Word, Excel)
- Ability to sit up to 4 hours at a time
- Ability to stand for one hour at a time
- Ability to walk sites over varied and uneven ground on a regular basis in any type of weather
- Ability to access, on foot, construction sites in varying stages of completion
- Ability to bend, kneel, and twist to make assessments on-site as needed on a daily basis

Preferred:

- Formal Design Review experience/participation
- Knowledge of Photoshop, InDesign
- Minimum of 2-4 years of experience with the architecture or construction industry