

## Job Description

**Job Title: Architect Specification Writer**

**Department: Planning and Development**

**Reports to: Vice President**

**Effective: 8/24/2021**

### Job Summary:

Landrum & Brown is actively looking for an Architect Associate to assist our Jacksonville office with construction document drafting. Qualified candidates will have experience preparing layouts, sections, detail drawings, sketches and diagrams for small to moderate sized office tenant improvements, and related airport projects. Detailing capability shall include the ability to understand and create all views and dimensions necessary for construction documents. The candidate should also have a solid understanding of drafting techniques, familiarity with architectural and engineering terminology, and possess the ability to assemble individual sheets and the coordination of architectural and engineering drawing/backgrounds.

### Duties/Responsibilities:

- Utilize Revit and Bluebeam software to develop designs, drawing sheets and sets
- Create architectural construction document drawings (floor plans, reflected ceiling plans sections, schedules, finish plans and details) from schematic plans
- Prepare final drawing sheets and sets, check dimensions, and materials
- Able to read and coordinate technical engineer drawings
- Support and collaborate with engineers and other Revit Technicians
- Organize drawing sheets and sets
- Meet deadlines
- Performs other related duties as assigned

### Required Skills/Abilities:

- Experience using Revit is required
- Knowledge of drafting construction documents is required
- Experience using AutoCAD, Bluebeam and Sketchup preferred
- Experience with Navisworks preferred

### Education and Experience:

- Bachelor's Degree in Architecture with at least 5-10 years of experience
- Architect license preferred



## Travel Expectations

Minimal travel required.

Our goal at L&B is to provide and maintain a work environment that fosters mutual respect, professionalism and cooperation. L&B is an equal opportunity employer that does not discriminate on the basis of race, creed, color, religion, national origin, ancestry, citizenship status, age, gender, marital status or any other characteristic protected by applicable federal, state or local law.

Nothing contained in this job description is intended to nor does it create a contract of employment for any specific duration. I understand and agree that my employment can be terminated with or without cause and with or without notice at any time at the option of either me or the company.

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Employee's Name (Please print)

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Date

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Employee's Signature