

Job Title: Historic Preservation Specialist
Department: Architecture/Historic Preservation/Facility Analysis
Reports To: Project Manager
Supervises: Job Captains / Architectural Designers

Summary of Essential Duties and Responsibilities

The Historic Preservation Specialist is instrumental in helping the firm achieve its goal of winning more historic preservation projects. Therefore, the Preservation Specialist will be heavily involved in marketing and business development, as well as providing preservation expertise on projects.

- Archival Research
- Perform condition assessments and accurately gather existing conditions information and façade evaluations.
- Preparation of accurate measured drawings of existing conditions
- Preparation of written reports
- Participate in corporate marketing, strategic planning, and proposal preparation support

Supervisory Responsibilities

- Oversee assignments of Job Captain / Intern Architect.

Required Skills

- Ability to communicate with clients, consultants, contractors and co-workers effectively and professionally at all times, graphically, verbally and in written documents.
- Self-starter, as well as a flexible, collaborative team player, willing to take on all assignments, including those for non-historic project types.
- Knowledge of preservation techniques and policies
- Knowledge of historic construction techniques and styles
- Knowledge of material repair and restoration techniques
- Proficient in Microsoft Office and ideally, current AutoCAD and/or Revit programs
- Basic graphic presentation skills for preparation of reports and marketing materials

Education and Experience

- An advanced degree in Historic Preservation
- A Bachelor Degree in Architectural Studies
- 5 years experience as a preservation architect conducting historic research, preparing surveys, and writing reports as well as preparing contract documents for architectural preservation, historic structures, facility analyses, and building science and technology.

Other Skills

- Strong architectural design and construction documentation.
- General knowledge of architectural industry and project delivery.

Job Standards

- Clear, concise and correct preparation of all documents
- Meet project deadlines
- Conform to office QAQC policy
- Work is performed consistent with office standards



HR Items

- Participate in corporate-sponsored professional development program
- Comply with all office policies and procedures
- Comply with office Performance Criteria
- Participate in office culture
- Strive to maintain work/life balance

Benefits

Standard company benefits package

