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Design Coordinator

- (178782)

About Us

At HDR, we specialize in engineering, architecture, environmental and construction services. While we are most well-known for adding beauty and structure to communities through high-performance buildings and smart infrastructure, we provide much more than that. We create an unshakable foundation for progress because our multidisciplinary teams also include scientists, economists, builders, analysts and artists. That's why we believe diversity is our greatest strength. HDR is proud to be an equal opportunity workplace and an affirmative action employer.

Watch Our Story: '<https://www.hdrinc.com/our-story>'

We believe that the way we work can add meaning and value to the world. That ideas inspire positive change. That coloring outside the lines can illuminate fresh perspectives. And that small details yield important realizations. Above all, we believe that collaboration is the best way forward.

The HDR Folsom Architectural Studio focuses on high performance buildings that keep society running behind the scenes. We design facilities for local, state, and federal governments and agencies that provide clean water, preserve the environment, sustain mass transit, and protect our constitutional rights. We are looking to grow our team with talented design coordinators with technical understanding to support our diverse and challenging work.

Primary Responsibilities

In the role of Design Coordinator, we'll count on you to:

At HDR, we are committed to the principles of employment equity.

We are an Affirmative Action and Equal Opportunity Employer.

We consider all qualified applicants, regardless of criminal histories, arrest and conviction records.

- Evaluate, select and apply architectural techniques, procedures and modifications to architectural construction documents
- Perform architectural assignments with only general instruction from the Project Architect or Project Manager regarding the expected results
- May work directly with owners/clients to select and recommend procedures
- Write specifications covering architectural matters and perform code reviews
- Assist Project Architects, other Architectural Project Coordinators or Technicians as needed, and take responsibility for work in all phases of the architectural process
- Perform other duties as needed

Required Qualifications

- Bachelor's degree in Architecture or closely related field
- Must possess credentials to obtain future registration
- Experience with Microsoft Office (Word, Excel, Project)
- Desire to pursue growth opportunities and eventually obtain registration
- Strong leadership, communication and relationship management skills
- Excellent analytical and problem-solving skills
- Proficient in use of AutoCAD and Revit and familiarity with related tools and process
- Demonstrated graphic presentation skills
- An attitude and commitment to being an active participant of our employee-owned culture is a must
- Due to client contract requirements US Citizenship is required

Preferred Qualifications

- Master's degree in Architecture
- Experience in the areas of industrial, transportation, water, aviation
- Experience and/or interest in sustainable design/LEED desired but not required
- Knowledge of Photoshop, Illustrator, SketchUp and 3-D Studio Max but not required.
- Rhino and Grasshopper experience

Why HDR

At HDR, we know work isn't only about who you work for it's also about what you do and how you do it. Led by the strength of our values and a culture shaped by employee ownership, we network with each other, build on each other's contributions, and collaborate together to make great things possible. When you join HDR, we give you license to do the same. We help you take charge of your career, giving you multiple growth opportunities along the way.

We provide a comprehensive benefits package that promotes employee ownership, employee health, performance, and success, which includes medical, dental, vision, short and long-term disability, life insurance, an employee assistance program, paid time off, parental leave, paid holidays, 401(k) retirement savings plan with employer match, employee referral bonuses and tuition reimbursement. The expected compensation range for this position is \$55,825.00.00 - \$94,250.00 annually depending upon skills, experience, education and geographical location.

#LI-BO1

Primary Location United States-California-Folsom

Industry Architecture

Schedule Full-time

Employee Status Regular

BusinessClass Industrial Architecture

Job Posting Apr 2, 2024

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We design solutions to the world's greatest challenges. We're always looking for great talent to join our global teams.

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