

# Intermediate or Senior Architect



Posted: June 2023

HS-1 1660 Hollis Street  
Kjipuktuk/Halifax, Nova Scotia B3J 1V7

Telephone: (902) 429-4100  
Email: careers@fbm.ca.

## Role Description

FBM is seeking a **Junior, Intermediate and/or Senior Architect** to join our team. Candidates will be a registered Architect who is licensed in Nova Scotia. Candidates must have minimum 3 years working experience in experience creating construction drawings using Revit in a variety of complex project types including mixed-use residential, institutional, or healthcare. This opportunity might be the right fit if you are a natural with technology and have an excellent knowledge of building envelope design and building construction techniques. You are the type of person who enjoys collaborating with others, solving project challenges, and are self-motivated. Above all, your work ethic and attention to detail have allowed you to enjoy success while managing multiple projects.

FBM has developed an excellent reputation for service excellence in the built environment. The quality and detail of our design work and construction documentation has earned many accolades including a portfolio of award-winning architectural, planning, and interior design projects. FBM has been named one of Canada's Top 100 Employers. In 2023, the practice will move into its own purpose-built mixed-use office building in the eclectic and growing Halifax North End, a short walk from Halifax Commons.

## Core Job Responsibilities

- Support the design vision of the project and communicate vision to project team including sub-consultants
- Be aware of the project schedule to ensure the project remains on time and deliverable dates are met
- Identify work that may not be in the project scope and report to Project Architect
- Assist with scheduling team coordination meetings
- Assist with coordinating the work (drawings / design/ specs) with project team
- Communicate with the client and subconsultants as necessary to support the project
- Attend client meetings as required
- Assist the pre-design phase of a project by preparing reports, sketches and doing research
- Assist in preparing Programming / Room Data sheets if applicable
- Contribute to the overall design of the project and quality control of the documents
- Support coordination of the sub-consultants' work
- Attend meetings / record meeting minutes and prepare reports
- Help develop outline specifications
- Support Project Architect with code review coordination with sub-consultant code reviews
- Assist with the Contract Administration of the project, visiting the site periodically to ensure general compliance with the design
- Review shop drawings and coordinate sub-consultant's reviews
- Help coordinate the subconsultant's work, their site reviews, responses to RFI, and changes to the contract documents
- Assist with office CA tasks such as issuing responses to RFI's, COs, Sis, and CDs
- Preparing Site Review Reports for review by Project Architect
- Assist with reviewing, and distributing, progress claims and issue Certificates for Payment
- Help prepare close out documents – Substantial Completion forms etc.
- Assist with coordinating as-built drawings and O&M manual review

## Specific Skills

- Proficient in Adobe Creative Cloud Suite (InDesign, Illustrator, Photoshop), MS Office Suite.
- Proficient in Revit.
- Strong time management and scheduling skills to successfully meet deadlines.
- Ability to work in a collaborative, multi-disciplinary team environment.
- Must have excellent communication, presentation, and graphic communication skills.

## About FBM

Over the last 100 years, FBM has created buildings that enhance the quality of life within them and the communities they serve. We call this people driven design. Based in Halifax, Nova Scotia, we are committed to designing architecture that is contextual, creative, and elegant. Made up of architects, interior designers, and planners, our work creates meaningful relationships between people, place, and building.

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Our designs are inspired by landscape and climate, social and ecological responsibility, and the rhythms of everyday life. We continually strive to create spaces that bring people dignity and delight while enhancing the communities in which we work.

Collaboration is integral to all our work. We engage with people who have a limited voice in public life and facilitate their inclusion in community decision making. In addition, the work aims to build capacity in the use of place-specific resources and local economies.

Our studio is actively engaged in teaching, research, and practice to create a better shared future—both through academia and grass roots undertakings. As a result, FBM works at multiple scales to create a range of projects from neighbourhood greenhouses to community hospitals; seaside homes to multi-use residential districts; and civic institutions to main streets in rural towns. With a history as established as the character of downtown Halifax, FBM is looking forward to the next one hundred years.

## **FBM offers:**

- Competitive salary.
- Vacation including additional day off for Birthday and paid office closure during Christmas period.
- Health & medical benefits with a Health Spending Account.
- Flexible, hybrid and supportive work environment.
- Active social calendar for company-supported events.
- Professional development opportunities.

We celebrate diversity and our ethos, **people-driven design**, means that we are committed to creating an inclusive and diverse workplace that reflects the communities and clients we serve, and the people with whom we work.

Applicants should submit a copy of their Curriculum Vitae and portfolio/work sample to: [careers@fbm.ca](mailto:careers@fbm.ca) using the subject line: **Intermediate or Senior Urban Designer Application**

**We are proud to be recognized among Canada's Top Employers since 2021.**