



**MWA, Inc.**

**Architect/Designer Level 1 Position**

MWA, Inc. - Truckee, CA office is seeking a well-rounded and self-motivated applicant for immediate placement as an Architect/Designer for custom residential, multi-family, and commercial projects. This position can grow based on the motivation and tenacity of the individual and their ability to work with our team.

MWA, Inc. is a fast-paced, award winning, full service architecture, interior design, engineering, and planning studio located in Truckee, California near Lake Tahoe. MWA, Inc. specializes in unique snow country design projects that focus on creativity, innovation and collaboration within a vibrant, open think-tank environment. Our goal is a sustainable balance of community, the environment, and economic reality. Our corporate culture is well known as one of respect, empowerment, mentorship, freedom, comradery, personal growth, social consciousness, and joy.

Visit [www.mwa-truckee.com](http://www.mwa-truckee.com) for more about MWA, Inc. and to view our project portfolio.

**Candidate requirements:**

MS, BS, or BA degree in architecture or similar

3-5 years of experience in an architecture firm

May be licensed

Strong knowledge of software, especially Revit, Autocad, Excel, Word

Learning current building codes including IBC/IRC, CBC/CRC

Able to communicate effectively with personnel at all levels of the company as well as outside agencies, contractors, consultants, and clients

Experience working on interior design a plus

**Skills and attributes for success at MWA, Inc.:**

Self-starter who is motivated and able to work independently

Team player who can work collaboratively in a fast paced environment

Communicator with superior written, verbal, and graphic skills

Problem solver with strategic thinking skills

Organized planner able to balance multiple projects and deadlines

**Your Role:**

- Architect/Designer
  - Fully competent in all conventional aspects of architecture.
  - Independently performs a variety of assignments requiring skills in all conventional aspects of architectural designs for projects of moderate size and complexity.
  - Performs analyses of design, planning and occupancy studies and limited design layouts.

- Prepares project specifications, compiling and analyzing relevant data.
- Writes reports and specifications.
- Reviews completed reports, plans, estimates and calculations.
- Designs and produces plans that are in compliance with the agreed upon needs of the client, homeowners associations, design approval and regulatory agencies as directed by the Principal or Project Manager.
- *After gaining more experience (or around 6+ years), the role evolves in responsibility as follows:*
  - Responsible for specific technical design aspects of an assigned major project, including investigation, evaluation and recommendation of design solutions that best meets the client's needs.
  - Provides professional architectural consultation in the planning, design and coordination of large complex projects.
  - Independently applies advanced architectural concepts and designs.
  - Carries out complex or novel assignments requiring the development of new or improved techniques and procedures.
  - May provide technical guidance to less experienced architects/architectural staff.
  - Secretarial and clerical services and as related to operations.
- Associate or full project manager
  - When newer to role, assists Principal or Project Manager with managing the communications and organization of multiple smaller projects.
  - *After gaining more experience (or around 6+ years), the role evolves in responsibility as follows:*
    - Manages, with assistance, one or more smaller projects, usually without delegation.
    - With assistance, coordinates all aspects of assigned projects, estimates scope of work, and prepares strategic plans for project success.
    - Responsible for the coordination of all project efforts, administrative and technical, to ensure the most efficient and cost-effective execution of assigned projects.
    - May serve as the primary client liaison to bring the schedule, budgets, and scope of work to completion and to the client's satisfaction.
    - Actively manages client budgets, schedules, and programs; project communications and documentation; office administrative tasks; and project team assignments.
    - Estimates fees, determines scope of work, and prepares proposals and contracts.
- Business development (after more experience in role)
  - May estimate fees, determine scope of work, and prepare proposals and contracts with oversight of Principal Architect.
  - May meet or talk directly with prospective clients to learn what the project goals are as well as discussing what our role would be in working with them.

**Benefits:**

Offering a full suite of benefits, MWA, Inc. is focused on investing in our employees who enable our company to fulfill our mission and achieve success. We want to promote balance, so you not only enjoy your work, but also have the time and resources to live your life happy and healthy.

- Medical, Dental and Vision- MWA, Inc. pays 100% of all qualifying employee medical premiums
- Basic Life Insurance
- 401(k) and 401(k) matching (up to 4%)
- PTO, Sick Time, and 7 Paid Holidays
- Education Assistance
- Flexible schedule

Estimated hourly pay (dependent on experience): \$27 - \$38

The open position is for an **Architect/Designer Level 1 Position, with 3-5 years of experience**. The shown upper range of estimated hourly pay is based on 6+ years of experience/Level 2 which this position can evolve into.

Bonus opportunities

Full time position

Remote work & Hybrid Remote work available, CA, CO & NV residents only!

Dog friendly office environment: Well behaved dogs welcome!

Please submit a cover letter and resume with references in PDF format to [hire@mtwa-truckee.com](mailto:hire@mtwa-truckee.com).