



Subject:	Job Description: Sr. Architectural Tech
Department:	Human Resources
Issued Date:	October 21, 2025
Effective Date:	December 2, 2025
Date of Latest Revision/Initials:	December 2, 2025 BLH

Senior Architectural Technologist

CLAY Vision Statement: To redefine the art of home transformation and millwork creation, turning every design-build renovation into a masterpiece that reflects the individuality of our clients. We commit to thoughtful, intentional craftsmanship, innovative design, and sustainable practices, creating homes and spaces that inspire and stand the test of time.

Together we are better: We have a team delivery approach to our projects. Each client team is equipped with a salesperson, a designer, an architectural technologist, a project coordinator, a site supervisor, and a lead carpenter. Additional team members are added as needed—carpenters, apprentices, sub-trades, cabinetmakers, and others.

Position Summary: The Senior Architectural Technologist is a key member of the design-build team, responsible for leading architectural drafting, estimating, and permitting processes for custom renovation projects. Lead Jr. technologists as well. This role blends technical expertise with creative problem-solving and client-focused collaboration.

Key Responsibilities

Design & Drafting Team

- Lead the team of Jr. architectural technologists to:
 - Create custom designs with creative solutions based on sales consultations and Interior designers' designs.
 - Develop detailed drawings using AutoCAD, Revit, 3D related software.
 - Ensure all drawings are permit-ready and aligned with Ontario Building Code (OBC).
 - Prepare millwork production drawings and associated documentation.
 - Prepare all trade drawings for permits, customer signoffs and implementation.
 - This job requires both leading the team and taking projects on themselves.
- Conduct site visits and final measurements.
- Participate in site meeting and provide solutions during the course of the project.
- Prepare as-built drawings as required.
- Mentor and develop Jr. Technologists.

Estimating



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- Based on drawings identify sub-trades required to quote.
- Send drawings to sub-trades for estimates
- Over see Jr. staff to quote windows.

Permitting & Compliance- upon approval from client

- Team will submit permit applications and manage approvals.
- Attend city meetings as required.
- Coordinate with engineering consultants and municipal departments.
- Close permits upon final inspections.
- Stay current with OBC, and Ontario Health & Safety regulations.

Team Collaboration & Mentorship

- Work closely with cabinetmakers, designers, sales, and site teams.
- Mentor junior team members and contribute to continuous learning.
- Attend staff meetings, training sessions, and team events.

Site & Client Interaction

- Provide technical support to site supervisors and sub-trades.
- Communicate effectively with clients and stakeholders.

Requirements to apply:

- Architectural technology degree
- BCIN number
- Minimum 5 - 10 years relevant work experience within the specific field of Architectural technology.
- Ontario drivers licence, reliable vehicle and current insurance
- Proficiency in working with Ontario Building Code and Ontario Health and Safety Regulations.
- Trade-specific experience within construction industry
- Proficient in AutoCAD, ReVIT,
- **MS Office suite** including Teams, Excel, Word, PowerPoint, Outlook,

Asset: Chat gpt Business, AI in general, ReVit and Smartsheet



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Work Environment & Physical Demands

- Full-time permanent position (40–44 hours/week)
- Office, and field visits
- Prolonged desk work, computer use, and meetings
- Occasional bending, kneeling, walking on uneven ground, and working at heights
- Ergonomic accommodations available (sit-stand desks, wrist rests, etc.)

Compensation & Benefits

- Salary: \$70,000 – \$85,000/year (based on experience and certifications)
- Bonus based on project performance.
- in addition to wage, Co-Pay benefits package, safety boot, mileage and clothing allotment, bereavement days, educational assistance programs, team committees and events, engaging work environment

Performance Dimensions:

- Strategic Thinking/Vision
- Analysis
- Building Trust
- Customer Orientation
- Decision Making
- Developing others
- Initiative
- Listening & responding
- Organizing work/Project Management
- Working with others

Required safety equipment:

CSA approved green tag steel toe work boots, hard hat

Physical Demands:

- Prolonged sitting at a desk, computer use, and attending meetings



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- Typing and Fine Motor Skills are required for keyboard typing and using a mouse
- Communication, both in person and over the phone, is key for Speech & Hearing
- Some Walking & Standing – limited movement around the office
- Repetitive Tasks including typing, monitor eye strain
- Noise Levels – levels can vary in an office environment
- Low Postures – bending, stooping, or kneeling
- Sit-stand desks, ergonomic desk chairs, keyboard wrist rests, monitor screen arms, all in place to encourage reasonable accommodations are available