

Architect or Senior Architectural Technologist and Contract Administrator

Location: Ottawa, ON

Reports To: Partner, Ottawa Office

Status: Full-Time

Salary: \$85,000 - \$95,000

Moriyama Teshima Architects (MTA) is a team of architects and designers collaborating with clients to build inspiring and enduring spaces that transform communities and reinforce civic identity. The firm offers services in architecture, master planning, sustainability, interior design and program development.

MTA's extensive portfolio covers museums and art galleries, university buildings, schools, corporate and government headquarters, recreational facilities, libraries, restoration and renovation projects, and urban/campus planning. With a long-standing core of design traditions that continue to define the practice, our studio is made up of individuals who reflect the cultural diversity that defines our global present: a combination of industry leaders and young designers working together to design and deliver exceptional projects.

Our headquarters are in Toronto, with a second office in Ottawa. While our work is primarily focused in Canada, we also complete significant projects internationally. Learn more at www.mtarch.com

We are currently seeking a technically oriented **Architect or Senior Architectural Technologist** and **Contract Administrator** with 7+ years of experience to contribute as a vital team member, assisting with all phases of our varied projects. This position will be based in our **Ottawa** office. Scope of work will vary according to the skill level and experience of the candidate but will include technical leadership and project management responsibilities.

Qualifications

- M.Arch degree and license with OAA or a degree from a recognized architectural technology program and accreditation with the AATO (license with the OAA as a technologist is an additional asset)
- 7+ years of relevant experience in the architecture field, with a focus on construction drawing development and contract administration. Background in institutional work is preferred.
- Experience in particular with the development of contract documents, tender and construction administration.
- **Strong Revit skills are a must for this role.** Proficiency in CAD and other pertinent software including Sketchup, Rhino, Photoshop, Illustrator, and MS Office are also valuable.
- Understanding and experience applying good project management principles, including schedule and workplan development.
- Self-starter with good problem-solving ability.
- Ability to effectively meet deadlines.
- Competent knowledge of building materials, specifications, and construction techniques.
- Experience in dealing with governmental agencies, building codes, and zoning ordinances.
- Ability to communicate effectively with coworkers, clients, consultants, and contractors.

- Knowledge of professional ethics applying to the practice of architecture.
- Clearance through Contract Security Program is an asset.
- Fluency in French is an asset.

Responsibilities

Architect or Senior Architectural Technologist

- Provide senior technical leadership throughout the design and documentation phases, ensuring architectural solutions are technically sound, coordinated, constructible, and aligned with design intent.
- Guide the development of building systems, assemblies, envelope details, materials, and construction interfaces from concept through Construction Documents.
- Lead architectural code and regulatory review, coordinating requirements with the design team, Consultants, and Authorities Having Jurisdiction as required.
- Coordinate architectural design with structural, mechanical, electrical, civil, landscape, and other Consultant disciplines, identifying and resolving interdisciplinary conflicts.
- Lead technical reviews of drawings, specifications, details, and BIM models at key project milestones to ensure completeness, consistency, and coordination.
- Advise the project team on constructability, durability, building performance, material selection, and appropriate construction methodologies.
- Support quality assurance and quality control processes, including drawing reviews, interdisciplinary coordination, and incorporation of review comments.
- Provide continuity between Design and Construction Administration by ensuring key technical decisions, assemblies, and project requirements are clearly documented and communicated.

Contract Administrator

- Lead administration of the Construction Contract in accordance with the Contract Documents, using Revit and Onware as MTA's standard CA tools.
- Act as the primary point of contact for the Contractor, Client, Consultants, and Authorities Having Jurisdiction throughout Construction and Close-Out.
- Collaborate with the design team to ensure clarifications, changes, and directions maintain design intent, project priorities, and construction quality.
- Manage the Construction Administration phase within established fee and budget constraints, including directing the internal project team and coordinating Consultants and Sub-Consultants.
- Monitor construction progress from Start-Up through Substantial Performance and Close-Out, including conducting Field Reviews, preparing reports, and identifying deficiencies or deviations from the Contract Documents.
- Prepare, coordinate, and issue required construction documentation, including Proposed Changes, Supplemental Instructions, Change Orders, Change Directives, and responses to RFIs.
- Review shop drawings, samples, mock-ups, and other construction submittals for general conformance with the Contract Documents.
- Review applications for Progress Payment and prepare Certificates for Payment.
- Attend construction, start-up, and other project meetings requiring architectural guidance or input.

- Interpret the Contract Documents where ambiguity or disputes arise and support fair, balanced resolution.
- Manage project close-out activities and required documentation.
- Working collaboratively with the broader MTA studio – mentoring junior staff, sharing lessons learned, and providing insight to other project teams when possible and appropriate.

Apply Today

Submit the following to employment@mtarch.com:

- CV detailing education, work experience, technical skills, and OAA/AATO status.
- A portfolio demonstrating your design, drawing set coordination, and detail development skills and experiences.