

# **ARCHITECTURAL CONTROLS ASSISTANT 2018 Summer Position**

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Genesis Land Development Corp. – Calgary, AB

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**March 2018**

## Company Overview

Genesis is a Calgary based award-winning land developer, creating innovative and successful communities in the Calgary Metropolitan Area, and is also a residential homebuilder through its subsidiary Genesis Builders Group. Genesis is committed to supporting its communities through partnerships like the Genesis Centre of Community Wellness and Genesis Place Recreational Centre. The Corporation's common shares are listed on the Toronto Stock Exchange (TSX: GDC).

At Genesis we believe in the power of relationships. We take pride in our work and our organization. We dare to dream and above all, we value integrity.

Position Title: Architectural Controls Assistant – Summer Position  
Reports To: Architectural Controls Manager  
Job Type: Full-Time Temporary  
Summer Position – 01 May 2018 to 31 August 2018  
Location: Calgary, AB

The Architectural Controls Assistant is an integral part of the Genesis land development team. The successful candidate will have completed Engineering Design and Drafting Technology (EDDT) or Architectural Technologies (AT) diploma, be technically proficient, and flexible with taking on, learning, and adjusting to all new tasks assigned. This is a full-time temporary summer position.

## Role Responsibilities

- Work closely with Architectural Control (A/C) Manager for monthly reporting to the senior management team.
- Observe the weekly/monthly progress on site and workmanship of construction.
- Inspect installed work identified on A/C's approvals.
- Review and interpret drawings, site layouts, specifications, or construction methods to ensure compliance of A/C's approvals.
- Produce, organize, and archive photographic documentation of the progress of work. Objective is to maintain thorough photographic documentation of the history of the building's construction.
- Provide documentation c/w photograph(s) on any non-compliance issue(s) and distribute House Deficiency Reports for all stakeholders.
- Compile cost of repair(s) or fines for House Deficiency Damages as part of the Deposit Refund Process.
- Confer with builders, home-owners, violators, or authorities to explain regulations or recommend remedial actions.

#### *Competencies and Skills Required:*

- Candidates with Engineering Design and Drafting Technology (EDDT) or Architectural Technologies (AT) diploma.
- Strong organizational and management skills.
- Excellent communication skills, both written and verbal.
- Ability to multi-task.

#### *Other Requirements*

- Must have a reliable transportation for travelling to/from cities of Calgary and Airdrie. Mileage log is required for reimbursement.
- Must have a valid Alberta Driver License and auto insurance coverage.
- Must provide a Driver Abstract Consent.

#### *Additional Notes*

All interested and qualified applicants please apply by sending your resume to Human Resources Department at [human.resources@genesiland.com](mailto:human.resources@genesiland.com) with the subject line "Architectural Controls Assistant – 2018 Summer Position".

*We thank all applicants for their interest; however only those selected for an interview will be contacted. No telephone or agency inquiries please.*