

## Preservation/Building Envelope Architect Position Description

**Department:** Architecture  
**Reports To:** Principal  
**Location:** 211 N. Clinton St, Suite 3S Chicago, Illinois 60661  
**Hybrid Work:** target 3 days in office

AltusWorks is seeking a Preservation/Building Envelope Architect to join our team and **lead restoration, renovation, rehabilitation and building envelope commissioning project delivery** for a wide variety of market sectors – cultural venues, education (higher ed and K12), local government, hospitality/breweries, multi-family residential, retail, and transportation.

### Firm Overview

Altus is the Latin root of the noun altitude meaning **HIGH, OLD, EXPERT.**



AltusWorks (a certified Woman-Owned Business Enterprise) is a technically oriented architectural design firm which applies a high level of expertise to the creative problem solving required for the restoration, adaptive reuse, rehabilitation, and expansion of existing and historic structures. The firm was founded in 2003 by Ellen Stoner, Preservation Architect and Certified Building Envelope Commissioning Agent, based on the concept that existing buildings are renewable assets that contribute to the economic development of communities through their revitalization. With such expertise, the firm facilitates the implementation of a variety of projects from facility assessments and program management to additions, building renovation and restoration, envelope repair, adaptive reuse and building envelope commissioning.

This is a great opportunity to join an incredible firm. Visit [www.altusworks.com](http://www.altusworks.com) to learn more about our diverse practice and the variety of markets and clients we serve.

- **Vision Statement**

To be the premier architecture firm in Chicago providing innovative and sustainable historic preservation, building science and adaptive reuse consulting services to agencies, institutions, corporations and strategy partners who share our dedication to the equitable and responsible stewardship of our valued historic and existing built environment.

- **Mission Statement**

To promote the continued use of existing and historic structures through their sustainable and resilient preservation, restoration, and rehabilitation and to foster a grounded sense of community.

- **Purpose Statement**

To unify people through the responsible preservation of our built environment.

### Position Summary

Take a leadership role in the development and execution of a variety of projects addressing historic and existing structures. Specific expertise required includes:

Primary:

- Condition assessments of building enclosure systems, building interiors and barriers to accessibility.
- Forensic façade evaluations from suspended swing stages and main lifts, direct and review probe openings, record conditions, and analyze failure modes.

- Report preparation consolidating assessment findings, prepare detailed scope recommendations and develop project scope document.
- Facility analysis and planning.
- Direct and prepare architectural repair and construction documents for building enclosure restoration.
- Direct and prepare architectural design and construction documents for adaptive reuse and rehabilitation.
- Perform Building Enclosure Commissioning services for new construction and major capital renovations, applying sound building science, knowledge of known failure modes, and documented failures.
- Actively participate in our Firm Ambassador culture.
- Lead in our seller-doer Business Development model related to historic preservation and building envelope commissioning services outreach, relationship building, and pursuit responses.



Secondary:

- Direct and prepare measured drawings of existing conditions for base architectural plans and for HABS documentation.
- Lead and collaborate on the preparation of proposal responses using corporate marketing information.

Tertiary:

- Participate in the preparation of Section 106 review documents.
- Perform archival research and writing for national register nominations, historic structures reports, preservation plans and HABS documentation.

**Supervisory Responsibilities**

- Oversee assignments of Architectural Designers and Historic Preservationists.
- Mentor emerging architects, designers and historic preservationists.

**Required Skills**

- Ability to communicate with clients, consultants, contractors, and co-workers effectively and professionally at all times, graphically, verbally and in written documents.
- Self-starter, as well as a flexible, collaborative team player, willing to take on all assignments, including those for non-historic project types.
- Knowledge of preservation techniques and policies.
- Knowledge of historic construction techniques and styles.
- Knowledge of material repair and restoration techniques.
- Knowledge of high-performing walls, windows, and roofing systems.
- Proficient in the application of building science.
- Proficient in Microsoft Office, Bluebeam, InDesign, and current AutoCAD and Revit programs.
- Basic graphic presentation and creative writing skills for the preparation of reports and marketing materials.
- Experienced with client presentations, project interviews and public speaking.

**Education and Experience**

- A Bachelor's Degree in Architectural Studies, Structural Engineering or Historic Preservation and an advanced degree in Historic Preservation or a Master of Architecture with a Historic Preservation focus.
- Minimum 10-15 years' experience as a preservation architect preparing contract documents for architectural preservation, historic structures, facility analyses, and building science and technology as well as conducting historic research, preparing historic surveys, and writing historic structure reports.

### Other Skills

- Building Enclosure Commissioning for new construction and/or retro-commissioning of existing structures undergoing renovation or rehabilitation.
- Strong architectural design and construction documentation.
- General knowledge of architectural industry and project delivery.

### Attributes

- |                        |                                 |  |
|------------------------|---------------------------------|--|
| • Authentic            | • Genuine                       | • Quick to get to the essence of the issue |
| • Curious, inquisitive | • Hard Working                  | • Responsible                              |
| • Dependable, reliable | • Open, receptive, approachable | • Sees the big picture                     |
| • Direct               | • Passionate                    | • Visionary                                |
| • Efficient            | • Polite                        |  |
| • Ethical              | • Punctual                      |  |



### Job Standards

- Clear, concise, and correct preparation of all documents.
- Meet project deadlines and client objectives.
- Conform to office and client QAQC policies.
- Perform services consistent with office standards and contract requirements.

### Human resource Items

- Participate in corporate-sponsored professional development program.
- Comply with all office policies and procedures.
- Comply with office Performance Criteria.

### Benefits

Our current benefits package includes:

- Twenty days of paid leave for vacation, personal, or sick leave to be accrued monthly including initial 3-month trial period.
- Six standard holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, and Christmas Day which can be taken as holiday or banked for future PTO.
- Participation in corporate sponsored professional development events and activities.
- Group health and dental insurance, premiums are partially paid by AltusWorks.
- Group vision insurance is available, but premiums are not paid by AltusWorks.
- Group long and short-term disability insurance, premiums are paid by AltusWorks. Short-term disability insurance is offered as our maternity leave benefit.
- 401 (K) retirement plan with a 3% non-elective employer contribution and 2% annual profit sharing.
- Consideration for periodic discretionary bonuses based on firm and individual performance.
- Salary: \$90,000+ depending on experience

### To Apply:

Submit documents to [altus-info@altusworks.com](mailto:altus-info@altusworks.com)

1. Statement of Interest
2. Resume
3. Writing Sample
4. Construction document Sample