

Position: Intermediate Architectural Technician / Technologist

Company: Construction Administration and Specification Consulting (CASC)

Location: Ottawa, ON.

Position Type: Full time

Job Description:

CASC is a newer company specializing in technical support, specification writing and contract administration support services for Ottawa region Architectural, Engineering and Construction firms. The firm has a strong commitment to producing integrated and accurate documentation for ICI projects with a focus on performance-based project specific information. We strive to incorporate current construction law practice, fairness, concise information and custom documentation for various contract delivery methods (lump sum, design-build, construction management, etc...).

Our office is currently seeking a full-time Architectural Technician / Technologist with a minimum of 5 years experience within the Architectural profession. The position requires an individual to provide specification writing assistance and technical support to our clientele. CASC is not simply looking for an employee but someone with the motivation and willingness to learn to manage projects and work directly with various AEC firms. The candidate should possess, at minimum, the following knowledge:

- Building envelope design
- Building code
- AutoCAD (minimum v.2004)
- Construction detailing
- General commercial construction methods and materials (please note that this office is **not** involved in residential / Part 9 projects)
- Multi-tasking
- Product research
- Microsoft Word and Excel
- Membership and/or involvement in a professional organization
- Excellent communication skills in English (written and oral)

CASC strongly believes in continuing education, professional associations, professional development and fully supports its staff in their involvement. We consider candidates who possess membership in professional organizations such as AATO, CSC, BECOR, etc... to be an invaluable asset.

Through in-office experience and a demonstration of the required skills, the intent is to train the candidate to review documentation for quality control, project conformance and as a specification writer.

Please e-mail resumes to [casc@rogers.com](mailto:casc@rogers.com) or fax to 1-613-248-4686.