



Updated April 2020

Project Manager for Architectural Firm + Aspirational Intermediate Architects

Full Time // Competitive Salary and Benefits

Summary:

Marin Architects seeks experienced, highly motivated and organized aspirational architects to join our team.

Qualifications & Responsibilities:

5 years minimum experience

Capable of developing a full set of construction documents, as-built drawings and presentation of design

Strong knowledge of AutoCAD, some knowledge of Revit and SketchUP

Bachelor's Degree in Architecture minimum

Site visits for construction administration

Good knowledge of NYC regulatory municipalities

Join design team in the presentation of design to clients

CDOB Class 2 Representative

Full Time // Competitive Salary and Benefits

Summary:

Marin Architects' in-house Municipal Expediting Department is seeking a DOB Class 2 Filing Representative to join our team. Candidates should possess comprehensive knowledge regarding the NYC Building Department and City Agencies' procedures to obtain approvals, permits, and closeouts.

Qualifications & Responsibilities:

4-6 years minimum experience

Active filing representative license

Team player and multi-tasker

Decipher DOB records in order to guide clients through close-out process

Review of plans to ensure compliance with NYC Construction Codes & Zoning Resolution