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# Example of Architectural Assistant Job Description

Our company is looking to fill the role of architectural assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for architectural assistant

* Participate in various meetings weekly construction meetings, physical plant meetings, hospital architectural meetings, ICRA meeting, department head meetings, and finance meetings to keep apprised of the hospital’s project priorities
* Must be able to be contacted off hours and weekends
* Oversee the inspection process that are required by the regulatory bodies for health care that they are conducted by licensed inspectors
* Oversee the coordination of major maintenance, shutdowns and repairs to mechanical systems, HVAC systems, boilers and generators
* Oversee major repairs or replacements for capital and operating budgets
* Develop and oversee the yearly capital and operating budgets for the Physical Plant Division
* Oversee the snow removal process for the East Campus
* Oversees the maintenance preventative and predictive maintenance schedules
* Ensures that the building maintenance systems is functioning appropriately
* Conducts routine inspections of the facilities to ensure that the building meets the standards of the JCAHO, CMS, NFPA, New York State Department of Health, SB Medicine and all regulatory agencies

## Qualifications for architectural assistant

* Candidates should be knowledgeable about Sustainable Design
* Fluent in both spoken and written English and Mandarin preferred
* A mentoring program
* Provide leadership for student organizations and competitions
* Minimum of five years' experience in building structural engineering, along with professional engineering (PE) licensure in the U.S
* SE Licensure in the U.S