



# Example of Architectural Engineer Job Description

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Our company is looking to fill the role of architectural engineer. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for architectural engineer

- Participating and collaborating with team to filter/screen new projects in the schematic design phase (2-3 years from sale)
- Providing pre-construction support services to certified contractors including reviewing construction & shop drawings
- Providing critical interface with equipment suppliers and contractors
- Coordinate building systems (structural, mechanical, electrical, ) Coordinate civil engineering work as it relates to the building design
- Assist in the preparation of specifications in coordination with building plans and the specifications writer
- Design and plan complex office and facility layouts, renovations and systems using computer aided design (CAD) and traditional methods
- Responsible for producing architectural working drawings including all details for projects
- Compile and analyze detailed specifications for suitable materials and/or processes
- Provide material takeoff lists and collaborate with the procurement group to place orders
- Provide project cost estimates for installations and renovations

## Qualifications for architectural engineer

- Ability to achieve P4 pass holder status and a minimum of SC clearance is essential
- Ability to have constructive dialogue with staff from all levels and discipline

- Serve as the senior Site Representative for all matters related to construction quality assurance of civil/structural/architectural (C/S/A) works
- Responsible for implementations and monitoring of all C/S/A related works at site as per approved drawings and methods and safety rules
- Manage the C/S/A related procurement process - budgets / specifications, enquiries and shortlisting, vendor/sub contractor assessment and recommendation to client procurement department
- Monitor the C/S/A works for conformance with the provisions of the Contract Documents and the Procedures manual