

**DENNIS  
GROUP**

# **Career Pathway**

## Architectural Design Group



# Your Journey Starts Here

Below are general guidelines on skills that are expected for our Architects at Dennis Group. The skills outlined cover Architectural Drafter, Architect/Designer I, Architect/Designer II, Project Architects, Senior Architect/Technical Expert.

If you desire to dedicate 100% of your time within your discipline working in projects, you can aim to become a Technical Expert. This position is highly valuable at Dennis Group as we are frequently facing architectural challenges that require a lot of technical knowledge and experience.

If you wish to keep working within your discipline but prefer to assume a leadership position, you can aim to become a Team Lead. It is very important to the growth of the company that we have leaders that can help in the development of our younger employees and the management of resources within each department. Dennis Group offers a variety of resources, training and support for those in leadership positions.

Finally, if you wish to start managing projects, you can aim to become a Project Manager. If you choose this pathway, there is a different document that comprises the skill of different levels of project management.

# Architectural Role Minimum Competencies

Programming & Analysis / Pre-Design	Architectural Drafter	Architect / Designer I	Architect / Designer II	Project Architect	Senior Architect/ Technical Expert
Determine impacts of applicable zoning and development ordinances to determine project constraints			●	●	●
Establish project design goals			●	●	●
Assist in preparation of building programming for defining spaces and their characteristics	●	●	●	●	●
Gather information about project vision, budget and schedule to validate project scope and program		●	●	●	●
Analyze and/or establish project costs relative to project conditions and budget			●	●	●
Evaluate, reconcile and coordinate applicable regulatory requirements and professional design standards				●	●
Assess the Project's needs, opportunities and constraints			●	●	●
Develop and/or review a program for the project			●	●	●
Develop vision and goals for the project				●	●

Develop or review client's design standards and guidelines			●	●	●
Develop or review master plan			●	●	●
Review site survey(s) as required by Civil Engineer			●	●	●
Assess environmental conditions related to the project as required by Civil Engineer			●	●	●
Document and evaluate existing conditions	●		●	●	●
Perform a feasibility study to determine cost and/or technical advisability of a project component			●	●	●
Establish preliminary project scope, budget and design schedule			●	●	●
Identify requirements of regulatory agencies	●		●	●	●
Prepare and present submittals for government approval			●	●	●

Project Planning & Design / Design	Architectural Drafter	Architect / Designer I	Architect / Designer II	Project Architect	Senior Architect/ Technical Expert
Perform Building Code Analysis / Prepare Code Analysis Documentation / Review State, Local, Federal Codes for Design Impacts			●	●	●
Select building materials, finishes and systems based on technical properties and sanitary requirements		●	●	●	●
Determine design parameters for building engineering systems / Oversee design integration of building components and systems			●	●	●
Prepare design alternatives for client review / Present design ideas to client			●	●	●
Prepare conceptual Cost of Work estimate			●	●	●
Develop drawing and specification conceptual design solutions for client approval. Develop design concepts, prepare schematic design documents, develop project phasing plans			●	●	●
Coordinate building systems (e.g., structural, mechanical, electrical, fire safety) and reconcile conflicts		●	●	●	●
Develop design concepts, including site design		●	●	●	●

Prepare schematic design documents	●	●	●	●	●
Prepare presentation materials (renderings, drawings)	●	●	●	●	●
Develop project phasing plans		●	●	●	●
Prepare and/or evaluate estimates of probable construction costs			●	●	●
Perform value engineering of selected building elements			●	●	●
Perform code analyses (building, energy, accessibility, life safety)			●	●	●
Review project with Code Officials				●	●
Submit documents to approval agencies and obtain approvals			●	●	●

Project Development & Documentation / Design	Architectural Drafter	Architect / Designer I	Architect / Designer II	Project Architect	Senior Architect/ Technical Expert
Communicate design ideas to the client graphically			●	●	●
Prepare submittals for regulatory/permit approval	●	●	●	●	●
Prepare design development documents	●	●	●	●	●
Investigate and select building systems and materials		●	●	●	●
Meet with client to refine design and obtain approvals			●	●	●
Conduct or respond to a constructability review			●	●	●
Prepare specifications based on performance			●	●	●
Research and select materials		●	●	●	●
Specify materials			●	●	●

Prepare construction documents	●	●	●	●	●
Coordinate construction documents (architectural, structural, mechanical, electrical, civil, fire protection)		●	●	●	●
Conduct quality control review of project documents				●	●

Construction & Evaluation / Project Administration	Architectural Drafter	Architect / Designer I	Architect / Designer II	Project Architect	Senior Architect/ Technical Expert
Review shop drawings and submittals during construction for conformance with design intent			●	●	●
Respond to contractor Requests for Information			●	●	●
Complete field reports to document field observations from construction site visit				●	●
Review results from consultant field reports, third-party inspections and other test results for conformance with contract documents				●	●
Manage project close-out procedures and documentation				●	●



Conduct or participate in bidding/negotiating phase			●	●	●
Evaluate product and material substitutions				●	●
Prepare bidding documents including addenda			●	●	●
Process shop drawings and submittals		●	●	●	●
Review change orders			●	●	●
Review contractor's application for payment			●	●	●
Review material test reports			●	●	●
Record changes to the contract documents		●	●	●	●
Provide substantial and final completion services				●	●
Conduct on-site observations		●	●	●	●
Document and communicate status to client			●	●	●

Resolve constructability issues			●	●	●
Prepare and manage design contracts				●	●
Prepare and manage professional service agreements (consultant)				●	●
Attend, conduct, record meetings throughout all phases			●	●	●
Prepare and manage design team schedule				●	●
Document project status and progress			●	●	●
Monitor project construction costs				●	●
Identify the project team members and their required scope of services, roles and responsibilities					●

Dennis Group Design Activities	Architectural Drafter	Architect / Designer I	Architect / Designer II	Project Architect	Senior Architect/ Technical Expert
Direct activities of team members engaged in preparing drawings and specification documents			●	●	●
Consult with client to determine functional and spatial requirements of structure and design – Minor Design Items			●	●	●
Consult with client to determine functional and spatial requirements of structure and design – Major Design Items				●	●
Being the primary architectural contact for a client during a project / Having the ability to manage and influence the outcome of a design project		●	●	●	●
Dennis Group Code Analysis	Architectural Drafter	Architect / Designer I	Architect / Designer II	Project Architect	Senior Architect/ Technical Expert
Develop code analysis sheets	●	●	●	●	●
Perform detailed code analysis / Ability to solve code related issues			●	●	●
Ability to discuss code analysis with project team			●	●	●

Dennis Group Estimating & Scheduling	Architectural Drafter	Architect / Designer I	Architect / Designer II	Project Architect	Senior Architect/ Technical Expert
Able to develop a milestone construction schedule			●	●	●
Able to perform quantity surveys	●	●	●	●	●
Able to develop a comprehensive architectural estimate			●	●	●
Able to work with outside resources such as vendors / subcontractors to obtain pricing		●	●	●	●

Dennis Group Procurement	Architectural Drafter	Architect / Designer I	Architect / Designer II	Project Architect	Senior Architect/ Technical Expert
Create bid package scope of work		●	●	●	●
Manage pre-bid meetings with bidders			●	●	●
Manage pre-award meetings with bidders			●	●	●
Prepare bid tabs	●	●	●	●	●

Ability to qualify bids			●	●	●
Present bid tabs to clients			●	●	●
Attend vendor shop inspection			●	●	●
Manage a bid schedule for a project			●	●	●

Dennis Group Construction, Commissioning, Start-up Support	Architectural Drafter	Architect / Designer I	Architect / Designer II	Project Architect	Senior Architect/ Technical Expert
Site support of construction activities		●	●	●	●
Site support of punch list and handover documentation		●	●	●	●
Manage the completion of a punch list and handover documentation			●	●	●

Dennis Group Training, Coordination, Client Interface	Architectural Drafter	Architect / Designer I	Architect / Designer II	Project Architect	Senior Architect/ Technical Expert
Small-scale project primary client technical contact		●	●	●	●
Mid-scale project primary client technical contact			●	●	●
Large-scale project primary client technical contact				●	●
Small-scale project primary DG architectural coordination resource		●	●	●	●
Mid-scale project primary DG architectural coordination resource			●	●	●
Large-scale project primary DG architectural coordination resource				●	●
Lead team of architectural designers on a specific project				●	●
Mentoring of team members			●	●	●

Dennis Group Specific Areas of Expertise	Architectural Drafter	Architect / Designer I	Architect / Designer II	Project Architect	Senior Architect/ Technical Expert
Extensive design experience in Refrigerated / Frozen facilities				●	●
Extensive sanitary design				●	●
Extensive experience in various building types (Steel, Precast, Pre-manufactured, LEED)					●
Subject matter expert in multiple areas (various food facility types)					●
Subject matter / Regulatory expert (IBC,NFPA, OSHA, FM Global, Food Safety,USDA, etc.)					●
Advisor for other team members regarding terms of how to approach architectural problems				●	●
Technology Lead / Recommend software and other methods of improving work flow				●	●
Develop methods, standards, documents, quality control procedures					●

# Architectural Drafter

Typical Minimum Experience: 0-3 Years

- Works closely with assigned Mentor/Team Leader to gain experience for architectural execution at DG
- Gains knowledge of how sanitary architecture is implemented at DG
- Gains knowledge of architectural principles and practices
- Gains knowledge of building materials and construction methods
- Works with Designer II or more experienced staff to review work for intent, quality, and precision
- Gains exposure to full life cycle on specific areas of projects
- Limited to no direct client contact

*Intra-Discipline Mobility: Architect / Designer I*



# Architect / Designer I

Typical Minimum Experience: 3 - 6 Years

- Capable of following architectural tasks through from design to implementation
- Works autonomously on specific tasks while still reviewing work with Designer II or higher-level staff to review work for intent, quality, and precision
- Possesses good architectural capability and understanding of sanitary design, without being a Technical Expert
- Can apply learned knowledge of architectural principles and practices to future work
- Can apply learned knowledge of building materials and construction methods to future work
- May present architectural findings to clients, but does not act as the primary architectural contact point

*Intra-Discipline Mobility: Architect / Designer II*

# Architect / Designer II

Typical Minimum Experience: 3 - 6 Years

- Works autonomously on specific tasks while still reviewing work with Project Architect or higher-level staff to review work for intent, quality, and precision
- Possesses enough expertise of architectural principles and practices, building materials and construction methods to make design decisions
- Strong exposure to all aspects of design/execution on larger projects
- Capable of being the direct client contact and project lead on specific projects

*Intra-Discipline Mobility: Project Architect*

# Project Architect

Typical Minimum Experience: 8+ Years

- Reports to the Office Discipline Manager or Senior Architect
- Fully versed in all activities associated with architectural principles and practices, building materials and construction methods to make design decisions and implement
- Has successfully executed several projects of various sizes and complexity
- Technical Expert in multiple areas and specific architectural/sanitary conditions
- Able to provide guidance and direction to other Architects and Design Staff
- Interfaces directly with clients

*Intra-Discipline Mobility: Senior Architect / Technical Expert*

# Senior Architect / Technical Expert

Typical Minimum Experience: 10+ Years

- Reports to the Office Discipline Manager
- All roles and responsibility of a Project Lead or Project Architect, but also involved in building infrastructure organization, training programs, department development, etc.
- May lead a team, see Team Leader

*Intra-Discipline Mobility: Team Leader, Office Discipline Manager (Prior Team Leader Experience)*