

March 2018



## **JOB DESCRIPTION**

### **LANDSCAPE ARCHITECTURAL TECHNICIAN**

#### **PART A – COMPANY PROFILE**

MBTW/WAI is a professional, multidisciplinary consulting and design firm providing services in landscape architecture, urban design, planning and architectural design guidance. Our full service, award winning, Toronto-based firm is comprised of more than 50 staff members, with varying interests and talents. Collectively, we combine our broad range of experiences with state-of-the-art technologies and resources with the goal of providing our Clients with a unique perspective in the business of land planning, site design and development.

#### **PART B – POSITION DESCRIPTION**

The core function of a **Landscape Architectural Technician** is to work in support of the firm’s provision of professional consulting services to a wide variety of public and private sector Clients. A **Landscape Architectural Technician** shall work both individually and within the multi-disciplinary structure of the firm - providing technical support to MBTW/WAI projects with a focus on the production of project materials, project file organization and maintenance, and general project communications.

#### **PART C – KEY RESPONSIBILITIES**

A **Landscape Architectural Technician** will be expected to successfully undertake the following roles and responsibilities:

- Cooperatively undertake daily activities within a team reporting structure that includes: Technical Staff, Landscape Architectural Designers, Project Managers, Senior Project Managers, Associates, Partners and a variety of specialized Administrative and Support Staff.
- Create and modify plans, cross sections, diagrams, presentation materials, illustrations and precedent images using office software and systems.
- Assist in the preparation, distribution and monitoring of project correspondence to/from project Clients, Consultants, Municipal Staff, Jurisdictional Authorities & others
- Maintain project files including the organization of drawings, reports and project correspondence.

#### **PART D - QUALIFICATIONS**

- 0–3 years experience with either a Diploma in Landscape Design or a Diploma in Architectural Technology from a Technical College or similar institution.

#### **PART E – SKILLS + KNOWLEDGE**

- High level of proficiency required in: AutoCAD (latest version) / Photoshop / Microsoft Office
- Additional proficiencies may include: Revit / Sketch-up / 3D Software / In-Design / PowerPoint