



**Job Title:** PLANNER – MULTIFAMILY || ALL LEVELS || ALL STUDIOS

**Reports To:** Designated Supervisor, Principal

**Classification:** At-will; Exempt / Non-Exempt

## **ABOUT AO:**

**WE are better together.**

**Here at AO you're not just a number, you're family. We believe in casual Fridays, company sponsored events, annual holiday parties, picnics, bowling and more. As the host of Toastmasters International, we seek to expand one's confidence in public speaking, leadership and teamwork while providing both professional and personal growth. With collaborative work spaces and driven coworkers AO welcomes creativity, learning, and lasting relationships.**

Since its founding in 1974, AO has evolved from a 2 man single office to an award winning full service firm spanning a campus of 5 buildings in Orange and additional offices in San Diego and Santa Clara, an engaged staff of 270+ souls and 12 Studios (Multifamily, Retail, Hospitality, Restaurant, Mixed Use, Office, Industrial, Parking, Landscape, Modular, Science and Technology and Global Design). Just like Historic Old Towne Orange where we are located, AO is family focused, hardworking and built to last. AO believes in the power of relationship. Everything we do is motivated by what it takes to be effective and successful for our clients. We value service, our people, a roll up your sleeves attitude and continuous improvement. If you are young in your career, come grow with us. If experienced, come get better with us. There is no one like you, and there is no place like AO.

## **A NOTE FROM US:**

At AO we are always on the lookout for exceptional talent looking to join our organization. While we are not always hiring, we do like to develop connections with talent and build relationships so that we are able to reach out directly to you when the time is right.

## **CORE EXPECTATIONS:**

Under the direction of Senior Staff and/or Partners, and following Architects Orange's (AO) policies and procedures, all applicable federal and state laws, and applicable regulations and codes, the Intermediate Planner is responsible for helping planning the project to completion. The Intermediate Planner is also responsible for the coordination and interaction with project consultants and all levels of AO staff and management to obtain, plan, and complete projects. In addition, the Intermediate Planner must do the following:

## **PROJECT MANAGEMENT:**

- Assist to Plan, coordinate and track actions of AO staff and consultants during the project schematic site design, schematic building, preliminary design, and agency entitlement phases of the project

## **PROJECT DESIGN:**

- Based upon meetings with a senior staff, assist to develop creative solutions to the architectural site and building design aspects of projects
- Prepare, under the supervision, the design drawings, tabulations, documents, and other services necessary to meet both contractual and client expectations for designated projects
- Under the supervision develop architectural solutions to create site plans, floor plans, building images, building elevations, materials selections, color selections and all other aspects of the creative process of developing unique architectural design solutions for each project based upon client needs, desires, and direction

- Prepare, under this position's direction, the drawings, sketches, and related documents to accurately represent the project to the client, the approving agency, contractor and all other project team staff and consultants
- Personally, prepare and draw the project deliverables and listed above

#### **EDUCATION/EXPERIENCE:**

- Bachelor's degree from 4-year college or university, or 3-4 years related experience/training; or equivalent combination of education and experience is preferred
- At least 2-3 years of experience is preferred to successfully perform this job
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
- Technical understanding of architectural drawings and specifications
- Ability to write reports, business correspondence and procedure manuals
- Ability to effectively present information and respond to questions from groups of managers, and clients
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to define problems, collect data, establish facts and draw valid conclusions
- Must be proficient in computer use and computer-aided design software Specific expertise in the following programs is required; Sketch Up, Adobe Photoshop, Adobe Acrobat, AutoCAD, Microsoft Office Professional programs including Word, Excel, Outlook, PowerPoint
- Proficiency in three-dimensional computer presentation/rendering software like Sketch Up
- General knowledge of general office business computer systems and software

#### **BENEFITS:**

We offer all the benefits of a big firm, with all the human connection of a small one. You will never be a number at AO. Come join our community.

#### **Partial list of benefits:**

- Full Suite of Medical, Dental, Life & Supplemental Insurance
- Ongoing Education and Exam Reimbursement
- Most Medical Plans fully paid for employee only coverage
- Company Paid Basic Life Insurance & Long Term Disability
- Retirement Plan, Health Savings and Flexible Spending Accounts
- Overtime Compensation for Hourly Employees
- Paid Vacation, Holidays and Sick Time
- Flexible Schedule
- Rail Station one block from campus with participation in tax-benefited Metrolink rider program

#### **HOW TO SUBMIT YOUR RESUME:**

Please apply directly through our Website at [www.aoarchitects.com](http://www.aoarchitects.com)

Or copy and paste the link below:

<https://www.paycomonline.net/v4/ats/web.php/jobs?clientkey=E03D692347E20995CF41277C3DF4D75A>