

## **POSITION: Architectural Technologist**

**SCHEDULE: Monday – Friday**

**JOB TYPE: Permanent, full time**

**WORKING CONDITIONS:** Hybrid work environment with a minimum of 3 days in office

**SALARY: \$60,000 - \$70,000**

**ADDITIONAL COMPENSATION: Bonuses, Group Benefits**

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**District Group** is a leading edge real estate investment and development company passionate about building exceptional projects that energize neighbourhoods and realize timeless design. Based in Vancouver, B.C., District is actively pursuing mixed use projects focused on purpose built rental residential in B.C., Alberta and western United States markets. We are dedicated to building a diverse collection of high quality assets and developing them to their full potential, adding value for our capital partners, tenants and homeowners.

**Porchlight Studios Architecture** is District Group's architectural firm and is a full-service architecture firm providing design and technical services across residential, mixed-use, and commercial projects. Our team collaborates closely with clients, consultants, and project partners to deliver thoughtful, well-coordinated, technically sound design solutions from concept, early planning through construction and project close-out. We value technical excellence, clear communication, and a collaborative approach to problem-solving that translates into buildability.

### **THE ROLE**

District Group is seeking an experienced Architectural Technologist for its architecture firm Porchlight Studios Architecture. Reporting to the Architect and Intern Architect, the Architectural Technologist supports the design, planning, and delivery of construction and development projects by preparing, revising, and coordinating technical drawings and documentation. This role works closely with the Architect and Intern Architect, development managers, consultants, and internal teams to ensure drawings are accurate, compliant,

and aligned with project requirements throughout pre-construction and construction phases.

## **KEY RESPONSIBILITIES**

### **Drawing Production & Documentation**

- Prepare, revise, and manage Revit-based construction drawings, including site plans, floor plans, building sections, details and schedules
- Translate design concepts, consultant inputs, and redline markups into accurate and coordinated technical documents
- Maintain Revit and CAD standards, including templates, families, worksets and file organization
- Assist project teams with drawing revisions during design development and construction, ensuring drawings reflect current project scope and approved changes

### **Coordination & Support**

- Coordinate drawings with consultants, i.e. structural, mechanical, electrical, civil
- Assist in permit submissions and drawing packages, revisions and responses to AHJ comments
- Support construction administration, including RFI responses, site reviews and as-built documentation

### **Quality Control & Compliance**

- Check drawings for accuracy, completeness and consistency, supporting QA/QC processes
- Assist in ensuring drawings meet applicable codes, bylaws, and project standards

- Maintain version control and document management protocols

### **Administrative & Technical Support**

- Organize and archive drawing files and project documentation
- Assist with printing, plotting and digital distribution of drawings
- Support project close-out documentation and record drawings

### **QUALIFICATIONS**

- Diploma or certificate in Architectural Technology, Engineering Technology or a related field
- 4 - 7 years of professional experience as an Architectural Technologist with an architecture company
- Strong proficiency in Revit
- Working knowledge of AutoCAD
- Solid understanding of BC Building Code, local bylaws and permitting processes
- Ability to read and interpret construction and technical drawings
- Experience in residential projects, with multifamily resident projects preferred
- Knowledge of basic construction methods and materials
- Strong attention to detail and accuracy
- Effective organizational, coordination and time-management skills
- Strong communication skills
- Ability to work independently, as well as collaboratively in a team environment

### **WHAT WE OFFER**

- Competitive salary and performance-based bonuses
- Health & dental group benefits package
- Mileage reimbursement for all work related travel



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[districtgroup.ca](http://districtgroup.ca)

- Mix of office, remote and on site work
- Professional development and career advancement opportunities
- Supportive team environment within a growing company

### **HOW TO APPLY**

Thank you in advance to all interested applicants. Please send a CV to Sonia Susin, Vice President, People Operations & Communications at [susin@porchlightstudios.ca](mailto:susin@porchlightstudios.ca) with the subject “Architectural Technologist Application” or apply to our LinkedIn or Indeed job posting directly. Due to a large volume of applications, we will only reply to candidates selected for an interview.