

Architectural Coordinator



WHY LOMBARDO?

Choosing a place to work is a big deal. You spend much of each week at work, so you want to love what you do. We get it. When telling you why you'll love working at Lombardo Homes, we could list all of our statistics and accomplishments... but everyone does that, right?

Here's the real reason you'll love working at Lombardo: we're a family. We're family owned and operated, yes, but our entire team is a family. We appreciate and care for our team members and trade partners. When our team members succeed, we all succeed; when they struggle, we all pitch in to build them back up. This is the Lombardo way.

WHAT YOU'LL DO

The quick overview

Lombardo Homes is looking for an Architectural Coordinator to join its team in St. Charles, Missouri. The Architectural Coordinator must be a culturally aware, organized, driven individual who, as part of a tight-knit group, will have an immediate impact on the company's architectural performance.

The nitty-gritty stuff

- Review architectural plans for constructability.
- Liaison between architectural and purchasing/estimating departments to ensure accuracy on lot specific plans.
- Verify and include specific cut sheets required to complete proper framing for various components.
- Provides oversight for Estimating to ensure plans are drawn correctly and capable of generating material quantities required.
- Support the field staff regarding questions pertaining to custom drawings.
- Support the sales managers throughout the build process.

WHAT YOU NEED

- Professional training/experience in Field Construction: Minimum 5-10 years preferred.
- Ability to adapt to a fast-paced, on-demand work environment.
- Knowledge of current building codes and how to research amendments per municipality a plus.
- Knowledge of architectural plans and details, with the ability to create custom details as needed to enhance custom options and further develop overall detailing of the Lombardo product.
- Knowledge of residential construction techniques, construction documents, technical and procedural knowledge of activities related to home building construction, including understanding plans & specs.
- Knowledge of lean, value engineering and costing principles and practices a plus.
- Ability to review total plan, detailed drawings and to follow architectural documentation methods developed for the department.
- Ability to update and edit plans through AutoCAD or hand-drawing as needed.
- Software proficiency in Microsoft Office and AutoCAD.
- Proficient in time management and organizational skills.

WHAT WE'LL GIVE YOU

- Competitive salary with annual bonus potential.
- Paid vacation and sick days.
- 401k with company match.
- Company-provided life insurance.
- Full benefits package including health, dental, vision, FSA, long-term disability, voluntary life insurance, accident insurance.
- Company-sponsored employee events.