

## **Registered Architect – Cashin Spinelli & Ferretti, LLC – Hauppauge, NY 11788**

### **About CSF:**

CSF is one of the premier Surety Consulting and Construction Management firms in the nation. The principals of CSF have over 50 years of experience in providing expert advice and analysis to the nation's leading Surety companies. Drawing on the expertise of a full-time, in-house staff of over 35 professionals – including engineers, architects, attorneys, certified public accountants, field inspectors and claims experts – CSF is well positioned to offer specialized consulting and litigation support services to the Surety and Construction Management industries.

### **Job Responsibilities Include:**

- Meet with clients to review or discuss architectural drawings and specifications.
- Manage and monitor progress throughout entire design and construction process and review all plans, specs, submittals and shop drawings prepared by vendor, consultants and in-house design team in order to ensure compliance with the design concept and documents.
- Multiple and frequent site visits to review quality of work and assure conformance to design intent
- Experience with Life safety and OSHA requirements
- Experienced in preparing contracts and negotiating project scope, schedule
- Building design and structural evaluation based on standards, practices, and applicable codes
- Observation of ongoing construction completion activity, and recognition of both contract and code concerns
- Construction administration inclusive of generation and/or review of: submittals, rfi's, change orders, payment requisitions, field reports, etc.
- Preparation of technical reports and record of submittals and dates of each transaction

### **Desired Skills and Qualifications Include:**

- At least 5-7 years of experience in Architecture
- Architectural License preferred but not required
- Problem solving skills
- Excellent interpersonal, writing, and computer skills
- Proficiency in Cost Estimating & Documentation Tools: R.S. Means, Planswift, MS Excel, The Blue Book

- Working knowledge of Construction Scheduling & Management Tools: MS Project, Primavera P6, Smartsheet, Procore, Plangrid, Bluebeam
- Experience in Word, PowerPoint, AutoCAD, Adobe, Revit
- Understanding in building codes/fire codes/code enforcement including but not limited to: IBC, WFCM, NFPA, ADA, ANSI, ASTM, CSI

**Perks & Benefits:**

- Salary commensurate with experience.
- Health Insurance and 401K programs available

**Pay:**

- \$100,000-\$125,000 per year

**Work Location:**

- In person (not remote) in Hauppauge, NY but can vary based on assignment -- candidate must be open to occasionally travel.

**Job Type: Full-time**

**Salary:** \$100,000.00 - \$125,000.00 per year

**Benefits:**

- 401(k)
- Dental insurance
- Health insurance
- Paid time off

**Schedule:**

- 8 hour shift

**Ability to commute/relocate:**

- Hauppauge, NY 11788: Reliably commute or planning to relocate before starting work (Required)

**Experience:**

- Architecture: 5 years (Preferred)
- Construction management: 3 years (Preferred)

**License/Certification:**

- Registered Architect License (Preferred)

**Please send resume to Erin Carman at [ecarman@csflc.com](mailto:ecarman@csflc.com), or call 631-737-9170 if you are interested in applying.**