

DESIGN AND REVIEW COMMITTEE CONSULTANT

April 2022

JOB TAG LINE:	An excellent opportunity exists for an experienced Architect at Copperleaf.
JOB TITLE:	Design and Review Committee Consultant
NO. OF VACANCIES:	2
EMPLOYMENT TYPE:	Consultant
REPORTS TO:	Aesthetics Committee Chairperson of the Board
AVAILABLE:	Immediately
OVERVIEW:	<p>The Design Review Committee is the subcommittee under the Aesthetics Committee of the board who sits once in a week (Wednesdays) for two to three hours and whose roles includes;</p> <ul style="list-style-type: none"> • Reviewing submitted building and alteration plans/designs of Residences, Facilities, Common areas and Amenities • Ensuring the architectural guidelines are up to date with policies, regulations, and design trends • Keeping the Aesthetics Committee well-informed of such industry inclinations and market developments • Draft communicate which the Aesthetics Committee can circulate to members to let them know of such regulatory developments or design trends • Proposing relevant updates or changes for the Aesthetics Committee's consideration
RESPONSIBILITIES:	<ul style="list-style-type: none"> • Peruse and scrutinize submitted building plans and confirm compliance in terms of the Estate Architectural Rules and revert to the responsible designer and homeowner with feedback and alert them of any critical transgressions. • Confirm that the building plans are deemed to comply aesthetically with the aesthetics of the estate. • On-site inspections are carried out should the need arise due to queries with building work variations contrary to the approved drawings. • Ensure that the interests of the Company are protected with regards to the structures under question during construction. • Perform tasks to the execution of its function that falls within the Board Approved mandate. • Advise the Board on any disputes that relates to the Aesthetics.

	<ul style="list-style-type: none"> • Attendance of Ad hoc Board Meetings related to Aesthetic disputes. • A 14-day turnaround time for the plan scrutiny and feedback process.
REQUIREMENTS:	<ul style="list-style-type: none"> • An understanding of construction & architectural terminology. • Professionally SACAP registered Pr. Arch or Pr. Tech. • Minimum 3 - 5 years' experience in architectural field. • Exposure to estate architecture and an understanding of high-end level homes. • Working knowledge of CAD and AutoCAD software. • Responsible for the approval of the drawings • Excellent communication skills both verbal & written. • Able to work punctual and be persistent. • Excellent organizing skills. • Impeccable attention to detail
SKILLS & KNOWLEDGE:	<ul style="list-style-type: none"> • Strong leadership skills with the ability to motivate and drive performance • Hands-on and practical approach with attention to detail • Strong customer services orientation • Uphold high personal and ethical standards • Deadline-Oriented. • Business Acumen and Business Development • Report writing and presentation skills
REMUNERATION:	To be discussed during interview
CLOSING DATE	29th April 2022
SEND CV'S TO:	careers@copper-leaf.co.za