

January 2021

Landscape Architects, Designers & Architecture Candidates

Company Profile

Rooftopia is a woman owned, full service landscape design-build firm serving Chicagoland. We are passionate about designing and creating luxury gardens and outdoor living spaces blending architecture and art with nature. Our mission is to transform landscapes and rooftops into sophisticated outdoor living environments that are customized to meet our clients' goals, using high end materials & innovative design. Our work is meticulous, sustainable and meant to be enjoyed for a lifetime.

Job Description:

Rooftopia is looking for an experienced Landscape Architect, Architect or Landscape Designer who is looking for a long term career path in a rewarding residential design-build firm. Candidates must have 2-5 years experience in construction or a design-build environment. Candidates must be enthusiastic, self-motivated, creative, and interested in opportunities to grow and learn at a small but growing company. The right candidate must enjoy an open and collaborative work environment where innovation and creativity are encouraged. They must be organized, professional and have a positive attitude.

Candidates must have/be:

B.S. in Landscape Architecture/Architecture/Interior Design or related field
2-5 years of related experience
Project Management experience is a plus
Ability to lead or train team members
Proficient working with Sketchup, Adobe Suite and Auto Cad
Hands on knowledge of Midwest perennials, trees and woody plants
Knowledge of Landscape & construction terminologies and practices
Knowledge of construction materials and tools
Extremely detail oriented & organized
Current & Clean Drivers License - Driving is required.

Responsibilities:

Perform site surveys and consultations with clients
Gather site measurements, photographs and site specific details
Prepare written estimates and detailed outlines
Communicate with clients & staff members via phone, email and video chat
Communicate with vendors for material estimates & purchase orders
Develop design concepts for new residential landscapes and rooftop gardens

Develop design concepts that meet code requirements for residential locations
Coordinate with outside Architect, Structural engineer as needed
Edit, revise and update design presentations for installation
Create detailed shop documents for construction
Organize, draft, measure & source construction materials
Attend and participate in staff meetings and training workshops

Benefits include:

Competitive salary based on experience.
Flexible hours for working parents & work from home opportunities (after training)
Bonus structure to reward your commitment.
Paid vacation and paid holidays.
Continuing education opportunities.
Health insurance option.
Creative environment, fun & supportive company culture.
Inclusive and diverse staff.

Covid-19 Policies:

All staff are taking precautions to socially distance & stay healthy.
6' social distancing is required in our office and on site visits.
Masks are worn when working closely with other staff members.
Majority of site work is performed outdoors.
Minimal contact with clients; most meetings are performed over the phone or zoom chat.
Testing will be done regularly as needed and cost will be covered by the employer.
Working from home may be acceptable after training. (some limitations may apply)

Interested candidates can send cover letter, resume & salary requirements to
info@rooftopia.com