



Make working for  
The City work for you.



## Buildings Architect

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As a Buildings Architect within the Buildings & Architecture division, you will lead the planning, design, and construction of high-risk capital projects, such as recreation facilities, fire stations, operations centers, libraries, mixed-use sites, and other essential City-owned facilities. You will play a critical role in delivering buildings that are safe, innovative, enduring, and accessible, while aligning with the City's strategic goals and environmental policies. Primary responsibilities include:

- Provide architectural design and contract administration guidance, exercising professional judgment on deviations.
- Serve as a subject matter expert in architecture, supporting early project development and identifying innovative design and delivery solutions.
- Oversee consultant and contractor performance, ensuring quality, scope adherence, and timely completion.
- Lead end-to-end project management, including scope definition, scheduling, strategy development, and budget oversight.
- Manage procurement processes, negotiate contracts, and oversee consultant and contractor agreements.
- Evaluate technical reports and change requests to assess feasibility, cost-effectiveness, and design integrity.
- Ensure compliance with procurement policies, building codes, permitting processes, and regulatory requirements.
- Coordinate permit applications and regulatory approvals.
- Maintain comprehensive project documentation, including financial tracking, risk assessments, and performance evaluations.
- Develop and present reports on key project metrics, risks, and recommendations.
- Lead communication and collaboration with internal departments, regulatory agencies, consultants, contractors, and interest holders.
- Create and maintain guidelines, standards, and policies that govern architectural design and construction.

### Qualifications

- A degree in Architecture and at least 4 years of relevant architecture experience obtained after receiving your Registered Architect designation and current registration as a Registered Architect with the Alberta Association of Architects (AAA), in good standing, by the first day of work.
- Experience must include work on a variety of building types in the areas of design, construction, procurement, contract administration, and negotiating terms, conditions and fees.
- Working knowledge of architectural best practices, Alberta Building codes, and City of Calgary permitting processes and requirements is required.
- Experience in design and construction of public sector capital projects is considered an asset.
- Project Management Professional (PMP) and/or (LEED) Accredited Professional designations would be considered assets.
- Excellent communication, collaboration, and political acumen are essential in this role, along with the ability to build strong relationships with clients, consultants, and colleagues.
- The successful candidate will have strong analytical thinking and judgment, along with the ability to provide technical or professional advice to a variety of audiences.

**Working Conditions:** This position works primarily in an office environment and conducts regular visits to construction sites.

### Pre-employment Requirements

- Successful applicants must provide proof of qualifications.

### Workstyle

- This position may be eligible to work from home for at least part of the time as one of several flexible work options available to City employees. Such arrangements are based on the operational requirements of the position and employee suitability and are subject to change based on operational needs and corporate direction.

Union: Exempt  
Position Type: 2 Permanent  
Compensation: Level P3 \$102,900 – 128,600 per annum  
Hours of work: Standard 35 hour work week  
Audience: Internal/External

Business Unit: Public Spaces Delivery  
Location: 800 Macleod Trail SE  
Days of Work: This position typically works a 5 day work week, earning 1 day off in each 3 week cycle.  
Apply By: September 26, 2025  
Job ID #: 312517

Apply online at [www.calgary.ca/careers](http://www.calgary.ca/careers)