

**Class Title: Architect I**

**BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides architectural design services and project management for the renovation, alteration, rehabilitation, and construction of public buildings and outdoor spaces. Ensures that projects are completed on schedule, within budget, and to the highest degree of quality with the available resources.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Acts as a project manager while overseeing the design process by planning schedules and budgets, implementing approved construction programs, coordinating design work with other city departments and approving drawings and specifications prepared by consultants for construction projects.
2	S	Manages construction documentation preparation by preparing drawings and specifications for bidding and construction purposes, monitoring the production of architectural drawings and calculating cost estimates.
3	S	Manages contracts by procuring services of architectural and engineering firms, negotiating, preparing and managing consultant contracts, reviewing and approving invoices for design services, preparing amendments to contracts and monitoring consultants for adherence to the schedule and budget.
4	L	Acts as an architectural consultant by serving on committees and providing technical expertise in building and design related issues.

**CSC Adopted: October 2001 , CSC Revised: February 2007**

**CLASS REQUIREMENTS:**

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Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a first professional level Bachelor’s degree from an Architectural program accredited by the National Council of Architectural Registration Boards.
Experience	Three years in professional architectural work.
Certifications and Other Requirements	Valid Driver’s License. Registered Architect of the Commonwealth of Virginia preferred.
Reading	Work requires the ability to read technical specifications and literature, studies and reports, project correspondences and legal contracts.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as algebra, geometry and trigonometry.
Writing	Work requires the ability to write technical specifications, reports and studies, contracts and amendments, proposal requests, advertisements and correspondences.
Managerial	Managerial responsibilities include project management, development and participants, developing project schedule and budget, coordinating activities with participants and reviewing participant deliverables, establishing project milestones and utilizing planning/managerial tools.
Budget Responsibility	Responsible for the development of department project budgets. Authorized to approve budgeted expenditures up to the amount that requires the approval of Senior Management.
Supervisory / Organizational Control	Work requires coordination among many different organizations and contractors.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives. Work requires consensus development of various groups involved with the projects.

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**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, presentations
Sitting	F	Computer, desk work, meetings, presentations
Walking	F	Inter-office, remote office locations, jobsite
Lifting	O	Office equipment, paper boxes, office supplies
Carrying	O	Presentation materials, office equipment, paper boxes, office supplies
Pushing/Pulling	R	Office equipment
Reaching	O	Filing, office supplies
Handling	O	Office equipment, paper boxes, office supplies, presentation materials
Fine Dexterity	C	Computer keyboard, calculator, drawing, drafting, writing
Kneeling	R	Job site inspection or investigation
Crouching	R	Job site inspection or investigation
Crawling	R	Job site inspection or investigation
Bending	O	Job site inspection or investigation
Twisting	R	Job site inspections or investigations
Climbing	O	Job site inspection or investigation
Balancing	O	Job site inspection or investigation
Vision	C	Computer, desk work, writing, drafting, drawing, reading
Hearing	C	Telephone, co-workers, staff, vendors, meetings, presentations
Talking	C	Telephone, co-workers, staff, vendors, meetings, presentations
Foot Controls	O	Driving
Other (specify)	N	

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**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, printer, copy machine, fax machine, telephone, drawing/drafting instruments, measuring devices, tables, chairs, lighting, motor vehicle, Standard Microsoft Windows and Office software, computer-drawing aided software program, Internet

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	M	Dirt and Dust	M	Office Environment	X
Chemical Hazards	N	Extreme Temperatures	M	Warehouse	--
Electrical Hazards	M	Noise and Vibration	M	Shop	--
Fire Hazards	N	Fumes and Odors	M	Vehicle	--
Explosives	N	Wetness/Humidity	M	Outdoors	--
Communicable Diseases	N	Darkness or Poor Lighting	N	Other (see 2 below)	--
Physical Danger or Abuse	M				
Other (see 1 below)	N				

- (1)
- (2)

**PROTECTIVE EQUIPMENT REQUIRED:**

Hard hat, ear protection, work boots

**NON-PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

- (3)