

Class Title: Architect IV

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Responsible for the general administration of the Architectural Bureau, including supervision of the architectural, engineering, and technical staff. Provides design and project management for the construction, alteration and rehabilitation of municipal properties. Manages construction documents. Oversees the management and administration of contracts and projects for the bureau staff,

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 | Manages daily operations of the architectural bureau by assigning staffing projects, budget preparation, and setting priorities. Supervises bureau employees by administering personnel policies, evaluating employee performance and development plans. |
| 2 | S | Acts as a project manager while overseeing the design process by planning schedules, budgets and installation, implementing approved construction programs and coordinating design work with other city departments. |
| 3 | S | Manages construction document preparation by preparing and approving drawings and specifications for bidding and construction purposes, monitoring the production of architectural and engineering drawings and calculating cost estimates. |
| 4 | L | Acts as project manager by reviewing construction plans for government projects, inspecting installations and approving the completed project. |
| 5 | L | Supervises code reviews by attending weekly meetings for site plan reviews, monitoring the personnel’s review of plans and providing technical expertise in building and design related issues. |
| 6 | 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. |
| 7 | S | Serves as the leading City architectural consultant by serving on committees, and providing technical expertise in building and design related issues. |
| 8 | L | Manages and produces design programs and directing design, investigating and determining the correct building solution after meeting with user groups, investigating departmental needs for building modifications, analyzing operations and needs for spatial requirements, determining and developing the appropriate spatial program for new construction and renovation of existing buildings. |
| 9 | S | Reviews and coordinates design documents throughout the course of development, making recommendations for improvements. Reviews architectural, structural, mechanical, and electrical systems. |

CSC Adopted: March 2006, CSC Revised: _____

CLASS REQUIREMENTS:

| CLASS REQUIREMENTS | |
|---------------------------------------|--|
| 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 Masters degree-level of study. |
| Experience | Seven years experience, including supervision and management. Requires in-depth knowledge of civil, structural, mechanical, and electrical engineering. |
| Certifications and Other Requirements | Valid Driver’s License may be required depending on assignment. Certified Architect of the Commonwealth of Virginia or State Certification Landscape Architect. |
| Reading | Work requires the ability to read legal contracts, specifications, technical literature, studies, reports, correspondence, design documents, ordinances, text books, reference books, manuals and memos. |
| Math | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as algebra, trigonometry, plane geometry and statistical analysis. |
| Writing | Work requires the ability to write presentations, publications, specifications and ordinances. |
| Managerial | Managerial responsibilities include assigning duties and priorities, coordinating crew assignments, planning orders to coincide with project installations and coordinating projects. Managerial responsibility also includes oversight, scheduling, and coordination of all design projects assigned to the architectural bureau. |
| Budget Responsibility | Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for large capital improvement building programs. |
| Supervisory / Organizational Control | Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed. |
| Complexity | Work is widely varied, involving analyzing and evaluating many complex and significant variables and successfully solving functional and technical problems through design. City-wide policies, procedures, or precedents are developed and/or recommended. |

CSC Adopted: March 2006, CSC Revised:

CLASS REQUIREMENTS

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|--|---|
| 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, sales representatives, citizens, and stakeholders. |
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CSC Adopted: March 2006, CSC Revised: _____

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. |
|--|--|--|--|----------------------------|

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 | O | On-site inspections |
| Sitting | F | Computer, desk work, AutoCAD, drafting |
| Walking | O | Inspections, field work, inter-office |
| Lifting | R | Files, boxes, plant material |
| Carrying | O | Files, boxes, plant material |
| Pushing/Pulling | R | Files, boxes, plant material |
| Reaching | R | Files, boxes, plant material |
| Handling | R | Files, boxes, plant material |
| Fine Dexterity | O | AutoCAD, cameras, drafting, computer and desk work, calculator |
| Kneeling | R | Files, boxes, plant material |
| Crouching | N | |
| Crawling | N | |
| Bending | R | Inspections, field work |
| Twisting | R | Inspections, field work |
| Climbing | R | Inspections, field work |
| Balancing | N | |
| Vision | C | Computer, desk work, drafting, driving |
| Hearing | C | Telephone, co-workers, driving |
| Talking | C | Telephone, co-workers, driving |
| Foot Controls | F | Driving |
| Other (specify) | N | |

CSC Adopted: **March 2006**, CSC Revised: _____

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, camera, measuring devices, truck, Standard Windows and Office software, AutoCAD, GIS, Arc View, Tree Manager, QBIC

ENVIRONMENTAL FACTORS:

| | | | | |
|-----------|-------------------------------|--------------------------------|----------------|-----------|
| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|-----------|-------------------------------|--------------------------------|----------------|-----------|

| HEALTH AND SAFETY | | ENVIRONMENTAL FACTORS | |
|--------------------------|---|---------------------------|---|
| Mechanical Hazards | D | Dirt and Dust | D |
| Chemical Hazards | N | Extreme Temperatures | S |
| Electrical Hazards | N | Noise and Vibration | M |
| Fire Hazards | N | Fumes and Odors | D |
| Explosives | N | Wetness/Humidity | S |
| Communicable Diseases | N | Darkness or Poor Lighting | N |
| Physical Danger or Abuse | N | | |
| Other (see 1 below) | N | | |

| PRIMARY WORK LOCATION | |
|-----------------------|----|
| Office Environment | X |
| Warehouse | -- |
| Shop | -- |
| Vehicle | -- |
| Outdoors | -- |
| Other (see 2 below) | -- |

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
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|--|--|--|--|----------------------------|

| NON-PHYSICAL DEMANDS | |
|---|---|
| Time Pressures | C |
| Emergency Situations | R |
| Frequent Change of Tasks | C |
| 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 | F |
| Other (see 3 below) | N |

- (3)