

ARCHITECT*

DISTINGUISHING FEATURES OF THE CLASS: This is professional work of a complex nature involving responsibility for the preparation, design, development, and construction, of capital, operating and maintenance projects as well as related duties that may be assigned. The work is performed in accordance with established policies and procedures permitting latitude for independent action and requiring a high degree of professional judgment. The work is performed under the general supervision of the Director, Facilities Management, or higher-level administrator and supervision may be exercised over technical staff, as assigned. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees and participates in the design and development of plans and specifications for new structures and/or the alteration of existing structures;

Oversees project developments and subsequent modifications;

Meets with architects, engineers, contractors, sub-contractors and/or executive staff to discuss project work scope and expedite production of plans and specifications for the project design;

Reviews engineering and architectural design plans and specifications for accuracy, detail, completeness, functionality and spatial requirements;

Assists the Director, or designee, with the development, through execution of construction programs and budgets;

Ensures timelines and project initiatives are met and/or exceeded while ensuring contract specifications are adhered to;

Utilizes computer aided drafting/design and other automated systems in the performance of duties (i.e., AutoCAD, Microsoft Word, Excel, Outlook, and database software);

Directs preliminary studies, investigations, estimates and the preparation of drawings of facilities capital, operating and maintenance projects;

Inspects existing facilities and recommends the type of corrective work required to perform repairs;

Develops, prepares and evaluates project Request for Proposals;

Prepares reports, as required;

May compute probable cost and construction time required based upon estimates of quantities of materials and labor required, experience on past projects and knowledge of the current building market;

May seal and sign plans, work drawings and specifications as a Registered Architect as defined in Article 147 of the New York State Education Law.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of architectural design as applied to the operation of a large group of buildings; thorough knowledge of modern methods, techniques, design concepts and construction standards as applied to the design, construction, operation and maintenance of facilities, structures and buildings; thorough knowledge of computer assisted design (AutoCAD) and Microsoft Office; ability to plan facilities capital, operations and maintenance projects; ability to understand and interpret complex written materials; ability to supervise the work of others; ability to prepare a variety of reports; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relations with others.

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MINIMUM QUALIFICATIONS: A Bachelor's degree or higher in Architecture and five (5) years of diversified architectural experience applicable to facilities buildings operations and architectural design which included a minimum of three (3) years of building and structure design and two (2) years of project management and/or project managerial responsibilities as a major portion of the work (i.e., at least 50% of the time).

NOTE: Possession of a valid driver's license at the time of application, which must be maintained throughout the course of employment.

SPECIAL REQUIREMENTS:

1. At the time of appointment and periodically throughout the course of employment the appointing authority shall verify possession of a valid driver's license, which must be maintained throughout the course of employment.
2. Possession of a valid license and current registration to practice as a Registered Architect (RA) in the State of New York per Title VIII, Article 147 of the New York State Education Law and Part 69 of the Commissioner's Regulations.

*This reflects a retitling of Architect (County).