

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
Bryan Cooper
Work Phone: 261-5533
2. Class Title (i.e. payroll title):
Architect 4
3. Working Title (if any):
4. Name & Class of First-Line Supervisor:
Jeanne Hoffman, Facilities and Sustainability Manager
Work Phone: 266-4091
5. Department, Division & Section:
Department of Public Works
Engineering Division
6. Work Address:
210 Martin Luther King Jr. Blvd.
City-County Building, Room 115
Madison, WI 53703
7. Hours/Week: 38.75
Start time: 8:00 a.m. End time: 4:30 p.m.
8. Date of hire in this position:
November 1, 2010
9. From approximately what date has employee performed the work currently assigned:
May 2013

10. Position Summary:

This is advanced-level professional architectural and supervision work performed in the office and/or field in connection with the design, construction and observation of a wide variety of new buildings and building additions, repairs, alterations, and remodeling. Assignments are received from the Facilities and Sustainability Manager and the City Engineer and the work involves the application of independent professional judgment to define the projects; determine the best methods of addressing the situation(s), including the assignment of project components to lower-level staff, and certification of the results. The work is performed under the general direction and coordination of the Facilities and Sustainability Manager and the City Engineer and regularly involves the supervision of lower-level staff including professional Architects.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

20% A. **Collect data and develop designs**

1. Obtain technical data in field, perform architectural-related research.
2. Create building programs and designs based on information collected from City agencies.
3. Develop master plans, space prototyping and interior designs; present projects to agency/owner and Board of Public Works for approval.
4. Prepare narrative and statistical reports, drawings, master specifications and other materials as necessary.
5. Provide a broad professional expertise and independent responsibility for the completion and management of major projects.

20% B. **Prepare architectural plans, designs and specifications**

1. Perform and/or coordinate all related activities including programming, schematics, design, plans, preparing working drawings and specifications, construction cost estimating, contract bidding, project evaluation and construction administration.
2. Prepare architectural, plumbing, heating and electrical working drawings, including site plans, building plans, elevations sections and details.
3. Develop Requests for Proposals, solicit proposals and negotiate contracts for services, and effectively recommend the hiring of architectural consultants.
4. Review and approve plans and specifications for projects designed by architectural consultants. Make final program and project decisions.
5. Provide broad professional expertise and independent responsibility for the completion and management of City building and remodeling projects.

20% C. **Construction Administration**

1. Coordinate and conduct informational (i.e. pre-bid, pre-construction) meetings.
2. Consult with building contractors and troubleshoot contractor problems in connection with construction projects and bids.
3. Inspect construction work to insure compliance with contract plans, specifications, codes and prepare field observation reports and construction punch lists.
4. Issue notifications to begin work, approve partial and final payments, coordinate bid processes, perform project closeout and warranty follow-up.
5. Interpret project plans and specifications and render an opinion regarding contract compliance.
6. Provide a broad professional expertise and independent responsibility for the completion and management of major projects.

40% D. **Miscellaneous**

1. Maintain records, files, reference materials. Coordinate public works contract standards and procedures.
2. Serve as resource by assisting/advising City agencies in matters pertaining to building construction, remodeling projects, building problem evaluation and remedy, and City-wide initiatives, such as energy conservation and handicap accessibility.
3. Present projects to public, owners, City Boards, Commissions, etc.
4. Serve as expert witness when the City is involved in litigation relative to building construction.
5. Represent the City in inter-governmental meetings; make presentation to other units of government as needed.
6. Supervise lower level architects. As appropriate, provide policy direction, assign projects and on-going work activities. Review and evaluate performance. Provide seal or stamp to projects that are prepared by persons under direct control.
7. Perform related work as required.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of the principles, theories, and practices of architectural design, planning, and construction principles, techniques, practices, and materials, particularly as they relate to the design and coordination of public building construction and remodeling projects. Thorough knowledge of the methods and techniques associated with the construction and inspection of public works projects. Thorough knowledge of construction plan review, cost estimating, governmental bidding, and contract processes. Thorough knowledge of and ability to use computer software applicable to the duties of the position, including computer-aided design software. Thorough knowledge of building construction contract administration, and space needs analysis principles and practices. Thorough knowledge of computer-aided design systems relevant to building design and construction. Working knowledge of energy conservation, energy utilization analysis, and building maintenance principles and practices. Working knowledge of construction observation techniques. Working knowledge of the procedural aspects of the City's contracting and capital budgeting processes. Thorough knowledge of the Building Code as applicable to respective projects. Ability to make and document architectural computations. Ability to perform computer-aided design and spreadsheet analysis. Ability to exercise professional expertise in the resolution of architectural problems. Ability to collect, analyze, and compile data and prepare technical reports. Ability to plan, assign, and carry out complete architectural and engineering design and related functions for municipal facilities. Ability to oversee and evaluate the work of consulting architects, engineers, other professionals, and technicians. Ability to inspect new building construction or remodeling projects. Ability to prepare and evaluate working construction plans and specifications, determine appropriate change orders, and authorize payments. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with co-workers, other City agencies, outside contractors/consultants, and the public. Ability to prepare comprehensive reports and recommendations. Ability to maintain accurate records. Ability to design and/or coordinate projects and provide necessary follow-through to completion. Ability to make and document architectural designs and cost estimates. Ability to exercise significant professional architectural expertise and judgment in the resolution of architectural problems. Ability to speak before large groups and answer technical questions. Ability to maintain adequate attendance.

13. Special tools and equipment required:

Personal computer (Autodesk AutoCAD 2011, Word, Excel, Power Point, Adobe Pro, Groupwise, Access).

14. Required licenses and/or registration:

Registration as a Professional Architect with the State of Wisconsin.
Wisconsin driver's license required to meet general transportation needs of this position.

15. Physical requirements:

Ability to lift sets of building plans/boxes of specifications.
Climb ladders.
Access construction jobsites.

16. Supervision received (level and type):

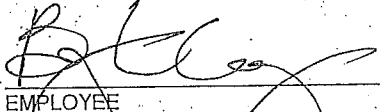
Assignments are received from the City Engineer or Facilities and Sustainability Manager and the work involves the application of independent professional judgment to define the projects; determine the best methods of addressing the situation(s), including the assignment of project components to lower-level staff, and certification of results. The work is performed under the general direction and coordination of the Facilities and Sustainability Manager and the City Engineer and regularly involves the supervision of lower-level staff including professional Architects.

17. Leadership Responsibilities:

- This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).



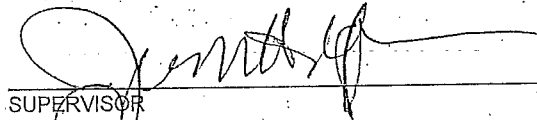
EMPLOYEE

10/8/2013

DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
 Other comments (see attached).



SUPERVISOR

10/8/13

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.