

ARCHITECT 1-4

CLASS DESCRIPTION

General Responsibilities:

This class series is designed to describe professional architectural work performed in association with the design and construction of City buildings, remodeling projects, and other activities requiring professional architectural expertise. Positions in these classes are normally found in the Engineering Division.

This series is structured to provide for career progression from Architect 1 to 2 and 2 to 3 and 3 to 4 based on increased employee expertise and responsibility, independence of action, complexity of projects, and experience with and knowledge of City buildings, systems, and processes associated with architectural work and public building construction work. Progression to the Architect 4 level is normally contingent upon budgeted vacancies and accomplished by competition or a position study.

The various levels of the Architect series are structured as follows:

Architect 1

This is entry level professional architectural work performed in the office and/or field in connection with the design, construction, and observation of new buildings and building additions, repairs, alterations, and remodeling. Assignments are received from the Facilities and Sustainability Manager or other higher level staff who define the scope of the work, review work in progress and upon completion, and certify the results. The work is characterized by the application of theoretical professional architectural expertise and the attainment of procedural knowledge through on-the-job training and experience.

Architect 2

This is intermediate level professional architectural work performed in the office and/or field in connection with the design, construction, and observation of new buildings and building additions, repairs, alterations, and remodeling. Assignments are received from the Facilities and Sustainability Manager or other higher level staff who define the scope of the work, review the work in progress and upon completion, and certify the results. The work is characterized by the application of expanded professional architectural expertise encompassing both theoretical concepts and operational considerations gained through experience.

Architect 3

This is journey-level professional architectural 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 or other higher level staff who define the scope of

the work; reviews progress periodically and upon completion; and certifies the results, if necessary. The work is characterized by the exercise of technical and professional judgment, the broader application of professional architectural expertise and proficiency in the operational and procedural aspects of the work, increased complexity of the projects, and performing the work more independently.

Architect 4

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 situations(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.

Examples of Duties and Responsibilities:

Architect 1

Assist in the design and construction of public building projects. Assist in the preparation of architectural plans, designs, and specifications. Support the coordination of design activities with City agencies and boards, contractors, and other entities as necessary.

Assist in drafting plans and specifications using computer-aided design (CAD).

Obtain technical data in the field pertaining to construction sites, current building construction, etc. Consult with owner/agency to define the scope of the projects and design parameters. Perform basic architectural-related research. Assist in the creation of building programs and designs based on information from agencies such as master plans, space programming, and designs for all types of building related construction.

Assist in developing architectural working drawings, including site plans, building plans, elevations, sections, and details. Assist in the preparation of construction specifications and cost estimates.

Attend public hearings and other public informational meetings with the Facilities and Sustainability Manager or higher level architects and provide project-related information as requested.

Attend meetings/presentations of the project(s) with the owners/agencies and the Board of Public Works with the Facilities and Sustainability Manager or higher level staff. Coordinate and assist in conducting additional informational (i.e., pre-bid and pre-construction) meetings as needed.

Consult with contractors to help resolve contractor problems in connection with construction projects and bids. Inspect construction work to ensure compliance with contracts and codes. Prepare inspection reports.

Assist in the review of consultant-prepared plans and specifications for compliance with project scope and with City, State, and Federal regulations and building codes.

Help to maintain records, files and reference materials for the Facilities Management Section and all City building projects.

Work with higher level architects to carry out necessary City procedures such as issuing notifications to begin work, approving partial payments, coordinating bid processes, and performing project closeout.

Prepare narrative and statistical reports, drawings and other materials as necessary. Perform related work as required.

Architect 2

Perform all work of an Architect 1 with greater professional expertise, independence of action, and responsibility for the completion of major building and remodeling projects.

Attend public hearings and other informational meetings alone or with the Facilities and Sustainability Manager or higher level staff and provide project related reports and information, both directly and in answer to questions.

Perform related work as required.

Architect 3

Perform all work of an Architect 2 with the application of broader professional expertise and independent responsibility for the completion and management of all aspects of project components including scope development, space programming, design, plans, specifications, bidding, contract award, construction administration, project close-out, commissioning, and warranty.

Prepare or coordinate the preparation of designs, plans and specifications for a wide variety of City building construction and remodeling projects. Prepare project and construction cost estimates and approve contractor payment. Prepare final assessments.

Perform or coordinate special architectural studies (i.e., space programming, construction materials studies and tests, and commissioning).

Review consultant-prepared plans and specifications for compliance with City, State, and Federal regulations, standards, policies and building codes.

Coordinate project components and schedules with other departments and agencies.

Perform related work as required.

Architect 4

Perform all work of an Architect 3 with increased professional expertise, independent responsibility for the completion of major projects, and an emphasis on project leadership and management, including leadership or supervision of staff.

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.

Develop Requests for Proposals, solicit proposals, and negotiate contracts for services, and effectively recommend the hiring of architectural consultants.

Review and approve plans and specifications for projects designed by architectural consultants. Make final program and project decisions.

Serve as the City's representative and manage the contract administration of construction projects designed by architectural and engineering consultants.

Present projects to public, owners, City Boards, Commissions, etc.

Manage projects under construction including negotiation of changes to contracts (time, money, etc.), authorization of payments, interpretation of construction contracts and specifications, and solving problems encountered during construction.

Along with the Facilities and Sustainability Manager and engineering staff, serve as a resource by assisting and advising City agencies in matters pertaining to building construction and/or remodeling projects, building problem evaluation and remedy, and City-wide initiatives relating to such things as energy conservation and handicapped accessibility by developing policies and guidelines regarding building construction and efficient building design including green building, energy conservation and monitoring. Assist other agencies in the development of policies and procedures and/or the correction of design and construction problems. Develop and design retrofits to minimize consumption of energy.

Serve as an expert witness when the City is involved in litigation relative to building construction. Represent the City in inter-governmental meetings, and make presentations to other units of government as needed. Assist in the evaluation of large City projects.

Supervise lower level architects. When 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.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Architect 1 and Architect 2

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. Knowledge of the methods and techniques associated with the construction and inspection of public works projects. Knowledge of construction plan review, cost estimating, governmental bidding, and contract processes. Knowledge of building construction, contract administration, and space needs analysis principles and practices. Knowledge of energy conservation, energy utilization analysis, and building maintenance principles and practices. Knowledge of computer aided design systems relevant to building design and construction. Knowledge of construction observation techniques. Knowledge of and ability to use computer software applicable to the duties of the position, including computer-aided design software. Knowledge of the procedural aspects of the City's contracting and capital budgeting processes. Knowledge of the Building Codes applicable to respective projects. Ability to make architectural computations and document them. 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 communicate effectively, both orally and in writing. Ability to develop and maintain effective relationships with supervisors, co-workers, contractors, the general public and other parties. Ability to maintain accurate records. Ability to inspect new building construction or remodeling projects. Ability to maintain adequate attendance.

Architect 3

Working 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. Working knowledge of the methods and techniques associated with the construction and inspection of public works projects. Working knowledge of construction plan review, cost estimating, governmental bidding, and contract processes. Working knowledge of building construction, contract administration, and space needs analysis principles and practices. Working knowledge of energy conservation, energy utilization analysis, and building maintenance principles and practices. Working knowledge of computer aided design systems relevant to building design and construction. Working knowledge of construction observation techniques. Working knowledge of and ability to use computer software applicable to the duties of the position, including computer-aided design software. Working knowledge of the procedural aspects of the City's contracting and capital budgeting processes. Working knowledge of the Building Codes applicable to respective projects. Ability to make architectural computations and document them. 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 communicate effectively, both orally and in writing. Ability to develop and maintain effective relationships with supervisors, co-workers, contractors, the general public and other parties. Ability to maintain accurate records. Ability to inspect new

building construction or remodeling projects. 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.

Architect 4

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.

Training and Experience:

Generally, positions in this classification will require:

Architect 1

Graduation from an accredited college or university with a degree in architecture or a closely related field. Other combinations of training and/or experience which can be demonstrated to

result in possession of the knowledge, skills, and abilities necessary to perform the duties of this positions will also be considered.

Architect 2

One year of professional architectural experience in the design, construction and inspection of new buildings, building additions, repairs, alterations, and remodels, similar to that gained at the Architect 1 level with the City of Madison. Such experience would be gained following graduation from an accredited college or university with a degree in architecture or a closely related field. Other combinations of training and/or experience which can be demonstrated to result in possession of the knowledge, skills, and abilities necessary to perform the duties of this positions will also be considered.

Architect 3

One year of professional architectural experience in the design, construction and inspection of new buildings, building additions, repairs, alterations, and remodels, and in presenting project-related reports at public hearings, similar to that gained at the Architect 2 level with the City of Madison. Such experience would be gained following graduation from an accredited college or university with a degree in architecture or a closely related field. Other combinations of training and/or experience which can be demonstrated to result in possession of the knowledge, skills, and abilities necessary to perform the duties of this positions will also be considered.

Architect 4

One year of professional architectural experience in the design, construction and inspection of new buildings, building additions, repairs, alterations, and remodels, and in presenting project-related reports at public hearings, similar to that gained at the Architect 3 level with the City of Madison. Such experience would be gained following graduation from an accredited college or university with a degree in architecture or a closely related field. Other combinations of training and/or experience which can be demonstrated to result in possession of the knowledge, skills, and abilities necessary to perform the duties of this positions will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Necessary Special Qualifications:

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Possession of a valid Wisconsin driver's license or the ability to meet the transportation needs of the position.

Architect 3

Optional participation in the Intern Development Program (IDP) provided by the American Institute of Architects.

Architect 4

Registration as a Professional Architect with the State of Wisconsin.

Physical Requirements:

This position requires some work outdoors in all types of weather. The incumbent will be expected to physically visit construction sites and must be able to physically inspect the work at the site.

Classification	Department/Division	Comp. Group	Range
Architect 1	Engineering Division	18	06
Architect 2	Engineering Division	18	08
Architect 3	Engineering Division	18	10
Architect 4	Engineering Division	18	12

Approved: _____
Brad Wirtz
Human Resources Director
Date