

# CITY ARCHITECT

## CLASS DESCRIPTION

### General Responsibilities:

This is responsible supervisory and professional architectural work involving the performance and/or oversight of a full range of architectural services (e.g., design, project evaluation, programming, schematics, construction cost estimating, preparing working drawings and specifications, contract bidding and construction administration, etc.) for new City building projects and remodeling projects. The work also includes design, review and planning for the City's space needs, developing policies regarding building construction and efficient building operation, supervising a staff of employees, performing budget development and monitoring activities, and providing advice and assistance to other City agencies in the areas of expertise. The work is performed independently under the general supervision of the Facilities and Sustainability Manager in the Engineering Division.

### Examples of Duties and Responsibilities:

Direct the design of City building construction projects. Perform and/or coordinate all related activities including design, programming, schematics, contract bidding and construction administration. Make final program and project decisions. 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.

Present projects to City Boards, Commissions, etc. Serve as the City's representative and manage the contract administration of construction projects designed by architectural and engineering consultants. 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.

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

Develop 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.

Supervise supervisory and technical personnel. Give policy direction; assign projects and on-going work activities; review and evaluate performance; review disciplinary problems and

determine or assist in determining resolution; hire, train, and discipline personnel; and develop long and short term goals and objectives.

Perform related work as required.

## QUALIFICATIONS

### Knowledge, Skills and Abilities:

Thorough knowledge of architectural and engineering design, planning, and construction principles, techniques, practices, and materials. Thorough knowledge of construction plan review, cost estimating, governmental bidding and contract processes, overall 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. Thorough knowledge of computer aided design systems relevant to building design and construction. Working knowledge of construction observation techniques. 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 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 adequate attendance.

### Training and Experience:

Generally, positions in this classification will require:

Six years of professional architectural design, construction supervision, and inspection experience including at least two years of supervisory responsibilities. Such experience would normally be gained after graduation from an accredited college or university with a Bachelor's Degree in architecture or construction management. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.

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

### Necessary Special Qualifications:

Registration as a Professional Architect with the State of Wisconsin or the ability to obtain registration during the probation period. Failure to obtain registration as a Professional Architect within the probation/trial period will result in the employee not passing probation/trial period, absent extenuating circumstances.

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

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.

<b>Department/Division</b>	<b>Comp. Group</b>	<b>Range</b>
Engineering Division	18	16

Approved: \_\_\_\_\_  
Brad Wirtz  
Human Resources Director

Date