

PRINCIPAL ARCHITECT

CLASS DESCRIPTION

General Responsibilities:

This is responsible supervisory, administrative, and professional architectural work within the Engineering Division Facilities Design Section. Incumbents have responsibility for: 1) the planning, design, and administration of routine and complex public works building projects and contracts; 2) field inspection, shop drawing reviews, and construction administration of Engineering Division public works building construction projects. Work involves the regular coordination of major projects and activities that cross Engineering Division, division/department and/or governmental lines. The work at this level involves prioritizing and budgeting projects; supervising assigned office and/or field staff; letting and administering contracts; coordinating activities with other Engineering Division units, City departments, private developers/contractors, and the public; and maintaining professional standards for a wide variety of new buildings and building additions, repairs, alterations, and remodeling. 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 registered Architects.

Examples of Duties and Responsibilities:

Develop long range facilities plans along with the Facilities and Sustainability Manager and other city agencies. Develop and recommend operating and capital budget along with the Facilities and Sustainability Manager.

Work with the Facilities and Sustainability Manager in assigning lower level staff to manage various aspects of building construction projects. Assist with the hiring, training and supervision of lower level staff. 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.

Develop project specific schedule and cost estimates.

Prepare narrative and statistical reports, drawings, master specifications and standards, presentations, and other materials as necessary.

Assist in the development/maintenance of software including project management, contract compliance, scheduling, etc.

Present projects to public, owners, City Boards, Commissions, etc. Represent the City in inter-governmental meetings; make presentation to other units of government as needed. Represent Facilities Management before the Common Council, Board, Commissions, etc.

Provide a broad professional expertise and independent responsibility for the completion and management of major projects under facilities management.

Manage all related activities for all projects including programming, schematics, design plans, design development and construction plans and specifications, construction cost estimating, contract bidding, project evaluation and construction administration.

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

Manage staff's involvement in informational (i.e. pre-bid, pre-construction) meetings.

Develop Requests for Proposals, solicit proposals and negotiate contracts for a variety of services. Consult with building contractors and troubleshoot contractor problems with bidding requirements and documents in connection with construction projects.

Along with Project Managers, inspect construction work to ensure compliance with contract plans, specifications, codes and prepare field observation reports. Interpret project plans and specifications and render an opinion regarding contract compliance.

Issue notifications including start work letters and letters of substantial completion. Work with staff on additional notifications including, approve partial and final payments, coordinate bid processes, perform project closeout and warranty follow-up.

Maintain records, files, reference materials. Coordinate public works contract standards and procedures.

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.

Perform related work as required.

QUALIFICATIONS

Training and Experience:

Generally, positions in this classification will require:

Three years of advanced-level 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 4 level with the City of Madison; and two years of experience leading lower level staff. 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.

Knowledge, Skills and Abilities:

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 computers and 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 the Building Code as applicable to respective projects.

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.

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 oversee and evaluate the work of other Facilities Management staff. 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 work effectively with multicultural populations. 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.

Related computer software (Autodesk AutoCAD 2011, MS Projects, Word, Excel, PowerPoint, Access Adobe Pro, Bluebeam,).

Special Requirements:

Registration as a Professional Architect with the State of Wisconsin.

Wisconsin driver's license required to meet general transportation needs of this position.

The incumbent will be expected to attend meetings and provide presentations outside the normal work schedule, including evenings and weekends.

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; including the ability to go up and down stairs, crouch and kneel in cramped/confined spaces, climb ladders, and walk over uneven terrain. Ability to lift sets of building plans/boxes of specifications up to 35 pounds.

Department/Division	Classification	Comp. Group	Range
Engineering	Principal Architect	18	15

Approved: _____
Brad Wirtz
Human Resources Director

Date