

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Jeanine Zwart

Work Phone: 267-8749

2. Class Title (i.e. payroll title):

Architect 3

3. Working Title (if any):

Architect 3

4. Name & Class of First-Line Supervisor:

Jim Whitney, City Architect

Work Phone: 266-4563

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: 8:00am End time: 4:30pm

8. Date of hire in this position:

January 1, 2006

9. From approximately what date has employee performed the work currently assigned:

December 1, 2009

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10. Position Summary:

This is journey-level professional architectural work performed in the office and/or field in connection with the design, construction, and inspection of a wide variety of new buildings and building additions, repairs, alterations, and remodeling. Assignments are received from the City Architect who generally defines 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, and the increased complexity of the projects.

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 agency/owner
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 project components.

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

1. Coordinate the design and construction of public building projects (new construction and remodeling)
2. Prepare architectural, plumbing, heating and electrical working drawings, including site plans, building plans, elevations, sections and details
3. Prepare construction specifications and construction cost estimates
4. Review consultant-prepared plans and specifications
5. Provide a broad professional expertise and independent responsibility for the completion and management of major project components.

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 the 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 project components.

40% D. **Miscellaneous**

1. Maintain records, files, reference materials. Coordinate public works contract standards and procedures (Public Works User Group) with other City agencies
2. Consult with City agencies regarding interior design, furniture design, interior signs, artwork, and other related architectural issues.
3. Prepare RFQ's to hire architect/engineer consultants for major building and remodeling projects
4. Coordinate consultant selection team and planning/design team for major building and remodeling projects
5. Attend public hearings, neighborhood meetings, various City board meetings to provide project related reports and information
6. Train and lead subordinate employees in the development, design and construction of public works building projects
7. Provide a broad professional expertise and independent responsibility for the completion and management of major project components.

12. Primary knowledge, skills and abilities required:

Knowledge of the principles, theories, and practices of architecture, particular 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. Ability to make architectural

computations and document them. Ability to perform or learn how 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 building construction or remodeling projects. Knowledge of the procedural aspects of the City's contracting and capital budgeting processes. Ability to design and/or coordinate projects and provide necessary follow-through to completion. Ability to make and document architectural computations 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.

13. Special tools and equipment required:

Drafting table, drafting pencils, scales and templates (see B1-B5, #11 above)
AutoCAD (see B1-B5, #11 above) Upgrade to Autodesk Architectural Desktop 2007, training in spring of 2007
Personal computer (Word, Excel, Groupwise, Access)

14. Required licenses and/or registration:

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, Facilities and Sustainability Manager or higher level architect and the work involves the application of independent professional judgment to define the project; determine the best methods of addressing the situation(s), including the assignment of project components to lower level staff; and the professional certification of the results.

The work is performed under the general direction and coordination of the City Engineer, Facilities and Sustainability Manager or higher level architect and regularly involves the supervision of lower level staff.

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:

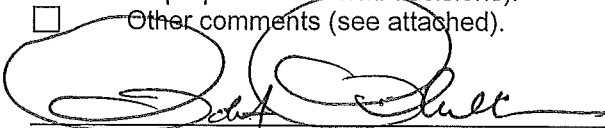
I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

Jeanine Mzwart
EMPLOYEE

6-18-10
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

5/29/10

DATE

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

PREPARED BY JEANNE HOFFMAN