

## ARCHITECT 1-3

### CLASS DESCRIPTION

#### General Responsibilities:

This class series is designed to describe professional architectural and engineering 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 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.

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

#### *Architect 1 (CG 18, Range 06)*

This is entry level professional architectural and engineering 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 City Architect or other higher level architects 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 (CG 18, Range 08)*

This is intermediate level professional architectural and engineering 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 City Architect or other higher level architects 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 (CG 18, Range 10)*

This is journey-level professional architectural and engineering 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 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.

Examples of Duties and Responsibilities:

*Architect 1*

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

Draft plans and specifications using both conventional methods and CADD.

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 prototyping, and designs for all types of building related construction.

Develop architectural, plumbing, heating, and electrical working drawings, including site plans, building plans, elevations, sections, and details. Prepare construction specifications. Prepare construction cost estimates.

Answer technical questions from the public, City staff, and elected officials about architectural considerations and plans. Attend public hearings and other public information meetings with the City Architect and provide project-related information as requested.

Present or assist in the presentation of projects to owners/agencies and the Board of Public Works for approval. Coordinate and conduct or assist in conducting informational (i.e., pre-bid and preconstruction) meetings.

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

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

Maintain records, files and reference materials. 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 and responsibility for the completion of major building and remodeling projects.

Attend public hearings and other informational meetings alone or with the City Architect or other higher level architects 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 major project components.

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 special architectural studies including construction materials studies and tests.

Review consultant-prepared plans and specification 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.

## QUALIFICATIONS

### Knowledge, Skills and Abilities:

#### *Architect 1 and Architect 2*

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 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*

All of the above plus: Working knowledge of the principles, theories, and practices of architectural and engineering design, particular 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 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 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.

#### 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.

##### *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.

##### *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.

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

##### *All Levels*

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 positions will also be considered.

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

#### Necessary Special Qualifications:

##### *Architect 1-3*

Possession of a valid Wisconsin driver's license or the ability to meet the transportation needs of the 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>Classification</b>	<b>Department/Division</b>	<b>Comp. Group</b>	<b>Range</b>
Architect 1	Engineering Division	18	06
Architect 2	Engineering Division	18	08
Architect 3	Engineering Division	18	10

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