

CITY OF MADISON POSITION DESCRIPTION

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

Vacant

Work Phone:

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

Principal Architect 2

3. Working Title (if any):

NA

4. Name & Class of First-Line Supervisor:

Robert Phillips, City Engineer

Work Phone: 266-4090

5. Department, Division & Section:

Dept of Public Works, Engineering Division, Transportation Section

6. Work Address:

City-County Building, Room 118

7. Hours/Week: 38.75

Start time: 7:30 End time: 4:00

8. Date of hire in this position:

NA

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

NA

-
10. Position Summary:

This is highly responsible technical, professional, managerial and supervisory work in directing the programs, activities and staff of the Engineering Division's Facilities Management Section which encompasses long-term capital planning, design, construction, and energy management of sustainable facilities. Under the general supervision of the City Engineer and/or Assistant City Engineer, this position is responsible for exercising considerable judgment and discretion in the planning, development, implementation and administration of assigned programs; supervision of staff; and performance of related coordination with other Engineering sections and City departments and divisions.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

15% Facilities Program Planning

Oversee long-term facility program planning to align with the City's mission and values.

1. Oversee Facilities program planning at a high level.
2. Develop cost-effective long-term facility maintenance and replacement schedules.
3. Develop and implement long range facilities plans and the City's Capital Improvement Program (CIP) for facilities in alignment with the City's Plan for 100% Renewable Energy and Zero Net Carbon.
4. Develop and update standard specifications which define design features and levels of quality required for all City of Madison facility construction.
5. Advise user agencies regarding space need studies, estimates and costs, and schedules. Determine standards for office/work station sizing. Prepare standards for public conference/meeting rooms.
6. Provide policy makers with capital and operating cost estimates for horizon list projects.
7. Provide direction to city staff on technical aspects of architecture, construction, and capital renewal.
8. Make presentations to Mayor, Common Council, Finance Committee, Board of Public Works and other committees/boards as required.
9. Provide related technical advice as required to support the mission and values of the City.

30% Facilities Project Delivery

Provide architectural and project management leadership and technical guidance necessary to develop, advance and manage building projects from design development through construction and occupancy.

1. Work with City departments and divisions to determine facility needs, evaluate alternatives and develop scope and schedules.
2. Determine design parameters, LEED certification level, project scope, and schedule.
3. Oversee energy-efficient and cost-effective building design strategies incorporating related architectural and engineering services.
4. Act as City liaison between user groups and architectural/engineering firms during design development and preparation of construction documents and specifications.
5. Oversee and participate in design reviews. Provide critical technical assessment of construction documents to include completeness of design, coordination of disciplines, consistency with program, and constructability.
6. Present information to Board of Public Works and other committees/boards as required.
7. Oversee contract administration, construction coordination, quality management inspections, and building commissioning.
8. Coordinate relocation of building occupants to temporary space during construction and back to renovated facility upon completion of project.
9. Assess completed projects to determine success based on building performance and satisfaction of program needs.

15% Facilities Contract Administration & Management

Oversee and manage related procurement and contract administration activities.

1. Oversee the procurement of professional architectural and engineering services, construction services, and other project related goods and services assuring compliance with City requirements.
2. Administer and manage Purchase of Service and Public Works contracts. Monitor the quality and timeliness of deliverables. Approve partial and final pay requests. Negotiate scope changes and contract amendments.

3. Oversee development, implementation, and maintenance of systems to monitor and track project status, submittals, RFIs, change order requests, pay requests, punch lists, warranties, O&M materials, operator training and asset inventory entry in CMMS.

20% Energy Program Management

Oversee programs and projects to decrease energy usage and increase generation of electricity from renewable resources to align with the City's mission and values.

1. Increase the Generation of Electric Power from Renewable Resources. Oversee development of 10 year plan for installing PV behind the meter at new and existing City facilities including cost estimates and recommended priorities.
2. Improve energy efficiency of existing City facilities. Oversee development of 10 year plan for by replacing existing energy using systems with more energy efficient systems including cost estimates and recommended priorities.
3. Oversee coordination of in-house design/build renewable energy and energy efficiency projects.
4. Oversee administration and management of City's Building Automation System (BAS) to assist agencies monitor and manage their energy usage.
5. Oversee administration and management of City's energy management software to assist agencies monitor and manage their energy usage.
6. Oversee development and implementation of retro-commissioning process.
7. Maintain a high level of awareness of existing and emerging energy technologies.

5% Budgeting & Financial Management

1. Develop and recommend annual operating budget for the Facilities Management Section.
2. Determine project priorities and budget estimates and recommend to the City Engineer in conjunction with the annual Capital Budget process.
3. Monitor project expenditures throughout the year and recommend budget or project adjustments as necessary.
4. Monitor staff costs and allocations to operate within allocated budget.

5% Personnel Management

1. Supervise section staff including professional architects and engineers, construction managers and other types of professional, technical, and field staff.
2. Participate in hiring and promotion decisions and provide training, work review and evaluation, discipline, resolution of grievances, and other supervisory responsibilities.
3. Oversee training of new staff in proper architectural and engineering design procedures and other procedures and techniques pertinent to Engineering Division and City requirements, approval processes and programs.
4. Review and approve assigned employees' timesheets, time-off requests and expense reimbursements.

5% Public Involvement, Information & Relations

1. Work with Engineering Public Information Officer to provide public information related to facilities. Monitor relevant web pages and provide direction on required modifications. Meet with neighborhood, business and other groups to disseminate information. Inform the Common Council, Board of Public Works, Sustainable Madison Committee, and other relevant boards and commissions on issues related to City facilities.
2. Represent the City Engineer on work groups and at neighborhood meetings requiring transportation engineering expertise. Attend public hearings and meetings to provide information concerning proposed projects. Provide information and respond to Aldermanic requests.

5% Perform other related duties as assigned.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of architectural principles and practices, particularly as they relate to the design, construction, and maintenance of municipal facility projects. Thorough knowledge of architectural objectives, purposes, professional standards, methods, and principles. Knowledge of computer-assisted design processes and techniques and computer applications relative to the area(s) of responsibility. Knowledge of the City's processes and procedures relating to project approval and contract awarding and administration. Ability to communicate technical issues and data to citizens, other governmental employees, and elected officials by written and verbal means. Ability to prepare technical reports and act on study conclusions. Ability to prepare and/or review construction plans and specifications and interpret plans in the field. Ability to plan, supervise, schedule, and review the work of lower-level professional, technical, and field staff. Ability to adjust employee grievances. Ability to establish and maintain effective work and public relations. Ability to develop new techniques and approaches relative to the area(s) of specialization and to provide professional leadership. Ability to communicate, both orally and in writing, including making presentations to groups. Ability to organize engineering data, prepare and review cost estimates, recommend project priorities, and present findings and recommendations. Ability to schedule public works projects and coordinate all related details. Ability to negotiate contract provisions and oversee the work of consultants.

Training and Experience: A Minimum of two years of professional project and staff supervision equivalent to that gained as a Principal Architect 1 for the City of Madison. Such experience would normally be gained after graduation from an accredited college or university with a degree in architecture or a closely related field, and subsequent progressively responsible experience. 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 these positions will also be considered.

13. Special tools and equipment required:

Computer and related software (e.g. Autodesk AutoCAD, Adobe Pro, Bluebeam, MS Project, Word, Excel, Access, PowerPoint, Sharepoint).

14. Required licenses and/or registration:

Registration as a Professional Architect with the State of Wisconsin.

Wisconsin driver's license.

15. Physical requirements:

Ability to lift and carry sets of building plans/boxes of specifications, climb ladders, and navigate uneven terrain on construction sites.

16. Supervision received (level and type):

The work is performed under the direction of the City Engineer or Assistant City Engineer and is characterized by independent judgment and major program and project responsibilities, and is reviewed through periodic conferences and reports.

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).

EMPLOYEE

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

2/20/20

DATE

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

Facilities Management

Principal Architect 2

Design and Project Management

Architect 4

Architect 3

Architect 3

Engineer

Engineer 4

Architect 3

Architect 3

Architectural
Aide 1

Engineer 2

Engineer 2

Energy Efficiency
& Renewable Energy

