

MAJOR FUNCTION

This is professional work that involves planning, designing and/or monitoring the construction and alteration of buildings and other structures, and work assisting in reviewing and providing input for contract documents prepared by outside firms for City building projects. Work is performed under the general supervision of an administrative superior. Work is reviewed for the achievement of desired results through conferences, reports, and observations.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Designs minor building projects. Assists in pre-design planning of architectural building projects with internal and external customers. Prepares bid documents (plans, specifications) and quotation packages. Solicits and negotiates bid prices with contractors. Assists in preparing and/or reviewing schematic, preliminary, final drawings, and work drawings for buildings and/or remodeling projects. Assists in preparing contract bid documents, construction cost estimates and schedules for budget purposes. Visits sites during programming, preliminary design, and construction phases of projects. Assists contractors, consulting architects and engineers with questions regarding City building projects. Assists in performing minor interior design services such as space planning, furniture selection and specification, color and material selection and specification, etc. for new buildings as well as interior alterations of existing buildings. Performs related work as required.

Other Important Duties

Assist in reviewing and commenting on the plans and specifications submitted by architects. Assists in providing project coordination of outside architectural consultants on City projects. Meets and corresponds with numerous vendors on specific projects as well as general information. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of architectural principles and techniques. Knowledge of construction materials and techniques and mechanical electrical systems. Ability to read and interpret contract documents. Ability to prepare, review and interpret building specifications. Ability to plan, organize and coordinate work assignments. Ability to inspect projects for proper construction techniques. Ability to review, analyze, and evaluate data. Ability to communicate effectively, both orally and in writing. Ability to develop cost estimates and schedules for budget purposes. Ability to inspect construction projects for compliance with specifications and building codes. Ability to establish and maintain effective working relationships as necessitated by the work. Skill in the use of microcomputers and the associated programs and applications that are necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelors degree in architecture or a related field and two years of professional architectural experience; or an equivalent combination of training and experience.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

Established: 09-11-97
Revised: 02-01-00
10-01-03*
04-27-09*