

**MAJOR FUNCTION**

This is very responsible professional level work independently managing the City's architectural program, involving the planning, designing and/or monitoring the construction and alteration of buildings and other structures, including the management of outside firms for large-scale City building projects. Work is performed under the general supervision of the Facilities Manager, although the employee has total control over the architectural plans and specifications, which involves decision on codes, aesthetics, equipment, etc. Work is reviewed for achievement of desired results, through conferences, reports and observation.

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

Manages and supervises the Architectural Program with its architects and other professional employees. Manages in-house architectural project designs, with responsibility for all projects requiring an architect's certification. Prepares and/or reviews schematic, preliminary, final drawings, and work drawings for buildings and/or remodeling projects. Prepares contract bid documents, construction cost estimates and schedules for budget purposes. Manages and coordinates professional consultants performing design services. Reviews and makes recommendations on consulting architects' plans and specifications submittals. Chairs or serves on selection committee to choose consulting firms best qualified for large scale city building projects. Inspects sites during programming, preliminary design, and construction phases of projects. Assists contractors and consulting architects and engineers with questions regarding City building projects. Provides project coordination of outside architectural consultants on City projects. Meets and corresponds with numerous vendors on specific projects as well as general information. Ensures that completed in-house architectural projects conform to approved plans and specifications and workmanship standards. Performs major interior design services, including space planning, furniture selection and specification, color and material selection and specification, etc. for new buildings, as well as interior alterations of existing buildings. Coordinates architectural, mechanical, electrical and plumbing disciplines during the schematic design and construction document phases. Develops program requirements and criteria for buildings. Responds to design related questions from City staff and the public. Recommends the hire, advancement, grievance resolution, discipline and discharge of assigned staff. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

**Other Important Duties**

Assists the division director, as requested, on major programs and projects for the City. Performs related work as required.

**Knowledge, Abilities and Skills**

Considerable knowledge of architectural principles and techniques. Considerable 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, 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. Ability to plan, organize, train, and supervise subordinates in a manner conducive to high performance and good morale. Ability to express oneself clearly and concisely, orally and in writing.

Minimum Training and Experience

Possession of a bachelor's degree in architecture and six years of professional architectural experience after obtaining professional registration; or a master's degree in architecture and four years of professional architectural experience after obtaining professional registration.

Necessary Special Requirements

Must possess Professional Registration as an Architect with the State of Florida.

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

Established: 09-02-98

Revised: 04-16-04\*

04-03-06\*

01-25-11\*