

**MAJOR FUNCTION**

This is responsible professional level work independently planning, designing and/or monitoring the construction and alteration of buildings and other structures, and assisting in the review and input of contract documents prepared by outside firms for larger scale City building projects. Work is performed under the general supervision of a Program Architect, but the employee has extensive 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**

Designs in-house architectural projects 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. Reviews and comments on consulting architects' plans and specifications submittals and serves on selection committee to choose an architectural firm best qualified for large scale city building projects. Visits sites during programming, preliminary design, and construction phases of projects. Assists contractors and consulting architects and engineers with questions regarding City building projects. 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. Ensures that completed in-house architectural projects conform to approved plans and specifications and workmanship standards. Performs 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. Coordinates architectural, mechanical, electrical and plumbing disciplines during the schematic design and construction document phases. Develops program requirements and criteria for buildings. Performs related work as required.

**Other Important Duties**

Serves on ad hoc teams or committees as needed. Attends training events to keep abreast of events, work techniques, etc., in area of specialty. Performs related work as required.

**DESIRABLE QUALIFICATIONS****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. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in architecture and three years of professional architectural experience; or a master's degree in architecture and two years professional architectural experience.

Necessary Special Requirements

Must possess a Professional Registration as an Architect with the State of Florida at the time of application.

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

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