

## ARCHITECT

### JOB DESCRIPTION

**Classification Responsibilities:** Under general supervision, performs responsible administrative and advanced professional architectural work. Performs related duties as required.

**Distinguishing Features:** An employee of this class is responsible for performing architectural design and construction of municipal projects including: new and existing structures, parking garages, parks facilities, and other City projects. Work will involve: planning and developing site plans, floor plans, schematic designs, design development, construction documentation for building projects, preparing building code analyses, code studies, specification documents, project schedules, budget estimates, field surveys, and punch lists. An incumbent in this class will also manage, coordinate, and direct the design and construction of municipal projects performed by outside consultants. Additionally, the incumbent will coordinate a variety of architectural activities with other City departments, government entities, consultants, and citizen groups. Assignments are broad in scope with considerable latitude and independence allowed in formulating work procedures and developing plans. The incumbent reviews and directs work of professional, paraprofessionals, and or technical staff. Work is reviewed by the Deputy Engineer - Design. This class is FLSA exempt-professional.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Architecture or related field. Considerable (3 - 5 years) architecture experience.

**Special Requirements.** Must be registered as an Architect by hire date. Must be registered as an Architect in the State of Arizona by the end of the probationary period. Must possess a valid Arizona Driver's License by hire date.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Experience related to the design and modification of government facilities is preferred. Experience with AutoCad and spreadsheet software as well as knowledge in building codes are desirable.

### ESSENTIAL FUNCTIONS

**Communication:** Communicates with the general public, other City, state, and federal employees, vendors, management, and contractors regarding architectural design and construction of municipal projects. Instructs and trains subordinates and the general public in a classroom setting regarding architecture. Prepares written documents such as: letters, memos, reports, and specifications with clearly organized thoughts and using the proper sentence structure, punctuation, and grammar.

Must be able to clearly communicate, verbally and in writing, complex technical and controversial issues.

**Manual/Physical:** Reviews the work product of others to ensure compliance with standard operating procedures, federal regulations, such as the Environmental Protection Agency (EPA), Department of Transportation (DOT), or Corp of Engineers, and state regulations such as: the Arizona Department of Transportation (ADOT), Arizona Department of Environmental Quality (ADEQ), and County and City regulations. Inspects, monitors, and evaluates work-related equipment, material, and standards to determine compliance with prescribed regulations and guidelines. Operates a City vehicle requiring a standard Arizona Driver's License to make field investigations of City buildings being constructed or remodeled. Operates a variety of standard office equipment including a fax machine and copier to perform assigned duties. Enters data or information into a personal computer (PC) to prepare reports and drawings, evaluate data, and perform calculations. Prepares and updates maps, project schedules, progress reports, and other related information. Prepares and bundles plans and specifications for distribution and/or mailing to other agencies, City departments, and consultants. Moves plans and specifications weighing a maximum of 40 pounds a distance of 50 feet. Meets scheduling and attendance requirements.

**Mental:** Plans, organizes, and directs functions of project design, architectural plan review, and development of architecture standards. Evaluates the work of staff regarding drafting and project coordination. Prioritizes own work and prioritizes and assigns work to staff in design and construction. Resolves procedural, operational, and other work-related problems by evaluating field conditions and speaking with involved parties. Coordinates work activities and program functions with other City, state, and federal departments and agencies. Develops policies and procedures and short- and long-term objectives in design concepts and standards. Conducts research and analyzes data on as-built drawings, operations data, and design and regulation standards pertaining to architecture. Performs mathematical calculations, statistical computations, and financial and cost analyses regarding architectural planning. Assists in preparing the division budget and cost estimates for specific projects. Comprehends and makes inferences from written material from specifications, plans, letters, and memos. Understands and interprets blueprints, schematic drawings, layouts, and other visual aids to perform architectural designs. Estimates labor and material costs from blueprints. Learns job-related material through on-the-job training and in a classroom setting regarding project design and new City regulations.

**Knowledge and Abilities:**

Knowledge of:

- public works design, standards, materials, and construction;
- principles and practices of architecture and architectural engineering;
- theories, principles, and practices observed in the programming, design and construction of buildings, and/or facilities;
- the procedures, equipment, and materials employed in the construction of buildings and/or facilities;
- use of engineering and drafting instruments and related instruments;
- Maricopa Association of Government (MAG) Specifications;
- federal, state, and local regulations and codes;
- engineering standards pertaining to the design of the projects assigned;
- symbols and terminology used in architectural drawings;

American Institute of Architects (AIA) forms and contracts;  
Construction Specifications Institute (CSI) specification documents data; and  
state and local Building Codes.

Ability to:

determine, upon receipt of a project, the approach to be taken for completion, including what elements may be assigned to staff;  
direct the research and compilation of data necessary for the fulfillment of objectives;  
coordinate related work flow, both within the City organization and with outside agencies;  
assist team members in the resolution of problems;  
perform the more difficult work;  
work with other City departments in the identification, prioritization, development, and preparation of the annual Capital Improvement Program (CIP) for the development projects and plans;  
develop architectural site development designs;  
plan and schedule Capital Improvement projects for design and construction;  
develop architectural design plans and final construction documents for City site development projects;  
assign projects, as appropriate, to other staff members and/or consultants;  
review and approve shop drawings submitted by contractors on City development projects;  
direct, as a design team leader, technicians in the preparation of final construction drawings and specifications, including detailed cost estimates and project scheduling;  
answer or research information and provide direction to the general public and other agencies regarding architectural products, etc., approved for use by the City;  
prepare all grant applications, forms, and reports related to property acquisition or development, or both;  
conduct field investigations;  
assess and assign priorities to problems and work assignments when confronted with several pressing demands at one time;  
apply fractions, percentages, ratios and proportions, algebra, geometric constructions, and the essentials of trigonometry;  
deal effectively with consultants and representatives from other departments in matters relating to City development;  
make presentations to City officials and the general public using clear and well organized thoughts;  
review outside work for aspects identical or similar to those of work performed in-house;  
provide general architectural advice to other City divisions and to the general public;  
prepare verbal and written reports of a technical nature;  
prepare code studies and analyses;  
prepare punch lists and ensure resolution of the items therein;  
establish and maintain effective working relationships with City officials, other professionals, contractors, coworkers, and the general public;  
determine adherence to architectural specifications on a variety of construction jobs and communicate effectively and persuasively with contractors and developers in securing compliance with specifications, plans, and ordinances;  
work quickly and accurately under pressure to meet deadlines for project completion or issuing an addendum;  
write project special conditions and construction notes precisely so there is little possibility of misinterpretation by contractors;

read and interpret construction drawings;  
compute quantities and make cost estimates; and  
conduct architectural research work.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 4/18

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EEO-Prof

JOB FCTN-ADM

INCREMENTS 43-200

PAY GRADE: 56

IND-8810

SWORN-No