



Title: Architect

FLSA STATUS: Exempt from overtime under FLSA..

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Architectural Services Manager.
This is a non-supervisory job classification

MINIMUM QUALIFICATIONS

- **Education:** Five year accredited Bachelor of Architecture, or a six year Master of Architecture degree.
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** Registered Architect upon hire with preference to Arizona registration. Valid AZ Drivers License upon hire. In addition, desire an LEED Green Associate or LEED Accredited Professional certification.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.

JOB SUMMARY

The purpose of this position is to manage the design and construction of new buildings, site development, and remodel of Capital Improvement Projects through review of construction and planning documents. Ensures that design and construction meet user needs and is completed within schedule and budget.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Completes design and review. Reviews project documents; checks details and layout; verifies compliance; reviews proposals for engineering solutions; coordinates consultants.
2	Represents City at all project meetings and email correspondence; monitors actions at meetings for compliance with City policies and standards.
3	Manages projects. Schedules regular update meetings to ensure compliance with plans and specifications; inspects workmanship and materials; reviews and processes payments.
4	Prepares statement of work reports; coordinates public meetings, departments, and staff; determines priority of user change request and impacts to budget and schedule.
5	Monitors code compliance. Reviews drawings; meets with other agencies, staff, and consultants; provides interpretation of documents and codes; brings to resolution.
6	Oversees project close-out; assists in warrant period inspections; reviews documents for compliance; manages and recommends post construction problem resolutions.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with “X”					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with “X”				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, tablet, printers, scanner, copy / fax machine, and related software, desk and cell phone, camera, vehicle, architectural and engineering scales, measuring tape, drafting triangle.

PROTECTIVE EQUIPMENT REQUIRED:

Protective clothing, safety footwear, protective eyewear, hard hat.