



Title: Architectural Services Manager

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Engineering Director.

Exercises direct supervision over professional and para-professional staff.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in the fields of Architecture, Civil Engineering, or Construction Management
- **Experience:** Requires seven or more years of related experience. Requires advanced knowledge in highly specialized systems and procedures.
- **Licenses/Certifications/Special Requirements:** Registered Architect or Professional Engineer with preference to Arizona licensure upon hire. LEED Accredited Professional with BD & C Specialty. Valid AZ Drivers license upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.

JOB SUMMARY

The purpose of this position is to manage the project management of the City's Capital Improvement Program (CIP), specifically buildings, parks, and trail segment projects. Provides advanced level project and construction management on projects and manages the product delivery of subordinate construction project managers and coordinators and to achieve / execute the City's sustainable construction objectives. Develops schedules; works with consultants, construction professionals, contractors, vendors, and staff; identifies ongoing needs; monitors and enforces construction standards; participates in solicitation and proposal process; manages internal teams; completes studies and related budgets; acts as technical resource; participates in technical programs; manages special projects; develops and designs construction standards; acts as department liaison.



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	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development.
2	Reviews, approves, and monitors operating and capital budget expenditures; monitors real time indebtedness of the City to vendors through actions and approvals of subordinate project management staff.
3	Provides contract management in response to project conditions, including revisions to project scopes, requests for contract changes, contract amendments, purchase orders, updates to the management information systems, and updates to City Council.
4	Provides technical review of design and construction documentation, including drawings, specifications, technical reports, construction estimates, and critical path schedules for compliance with the technical, fiscal, and sustainability objectives of the City.
5	Develops capital project budgets, including cost estimating, project execution method, and budgeting of internal project management resources.
6	Promotes continuous performance improvement of department and division staff through training, continuing education, certifications, new management information systems, new technology, and enhanced project management apps and tools.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

<p align="center">Physical strength for this position is indicated below with “X”</p> <p align="center">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.</p>					
Sedentary	Light	X	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.	X	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.

<p align="center">Work Environment for this position is indicated below with “X”</p> <p align="center">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.</p>				
Office	Outdoors	X	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.	X	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 (laptop), digital tablet, printers, scanner, copy / fax machine, and related software, smart phone, vehicle, digital camera.

PROTECTIVE EQUIPMENT REQUIRED:

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