

Brown, Kevin

From: Resources, Human
Sent: Friday, January 28, 2011 11:58 AM
To: Brown, Kevin
Subject: Job Description: Architect II (E11)

Job Description

Architect II (E11)

Grade:

Reports To
(title): **Sr Technical Professional or Technical Manager**

MAJOR FUNCTION / ROLE General purpose of the job; major expected results.

Under supervision, applies technical professional proficiency to the solution of architectural problems and the coordination of related project activities.

JOB DUTIES Typical duties and responsibilities of job.

- Assignments have clear and specified objectives and require the investigation of a limited number of variables. Duties generally include the following:
- Evaluates clients needs and works on assigned preliminary design solutions for review by senior architect.
- Develops detailed drawings to comply with zoning and building codes and construction budgets.
- Coordinates with all disciplines involved, to produce contract documents.
- Writes specifications and reports.
- Selects and recommends procedures.
- Reviews shop drawings.
- Prepares architectural documents under the direction of a registered architect.
- Conducts product research.
- Performs such other duties as the supervisor may from time to time deem necessary.

SCOPE Aspects that help define or distinguish level of work and its importance to the organization.

COMPLEXITY (Variety or uniqueness of tasks; relative difficulty or importance of work performed; size of unit supported, etc.):

Performs work which regularly requires analysis and deductive reasoning. Duties typically involve conventional design and plans to carry out diversified projects or phases of a single project with relatively few complex features for which there are precedents.

DECISION-MAKING (Supervision received; independent judgment or initiative; consequence of error):

Receives instructions on specific assignment objectives, complex features and possible solutions. Exercises discretion and judgment on regular assignments, selecting procedures, and

recommending design solutions. Work is reviewed for application of sound professional judgment and assistance is furnished on unusual problems.

WORK DIRECTION GIVEN TO OTHERS (Titles and number of personnel; type of direction given):

May coordinate with and/or guide the work of junior professionals, technicians, and others who assist in specific assignments.

INTERNAL CONTACTS (Required interaction/relationship with others within the organization):

Interfaces with senior technical professionals and technical managers.

EXTERNAL CONTACTS (Required interaction/relationship with others outside the organization):

Limited external contacts with state agency and utility personnel, subconsultants and clients to discuss requirements.

MINIMUM REQUIREMENTS

EDUCATION AND EXPERIENCE

Bachelor's or Master's degree in Architecture. This level may be achieved by Architects with two years' experience with Bachelor's or one year experience with Master's. Typical incumbent has four to five years' experience.

SPECIAL SKILLS

Technical writing, computer and strong communication skills desired. CAD skills required.

PROFESSIONAL REGISTRATIONS

No professional registration is required at this level.

COMPETENCIES

General Competencies expected of all Professionals and Managers at PBS&J are as follows: Client Service, Commitment, Communication, Innovation & Continuous Improvement, Professionalism, Quality, and Teamwork.

OTHER

Ability to process paper/electronic documents and utilize computer equipment; ability to communicate clearly both orally and in writing; ability to visit project sites if necessary. Ability to assemble and analyze data.