

Brown, Kevin

From: Resources, Human
Sent: Friday, January 28, 2011 11:59 AM
To: Brown, Kevin
Subject: Job Description: Sr Architect I (E12)

Job Description

Sr Architect I (E12)

Grade:

Reports To (title): **Technical Manager**

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

Under direction, applies full competency in conventional architectural work and broad knowledge of precedents in functional area of assignment. Plans, schedules, conducts or coordinates detailed phases of the architectural work in a part of a major project or in a total project of moderate scope.

JOB DUTIES Typical duties and responsibilities of job.

- Works on architectural designs and renderings for review.
- Independently solves problems encountered.
- Writes reports and specifications.
- Produces a code review report.
- Supervises the preparation of architectural plans; checks plans, estimates and calculations.
- Consults manufacturers, evaluates and selects materials, and inspects architectural features of structures in the field.
- Produces a complete set of construction documents in CAD.
- May occasionally assist in the management of projects.
- 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 involves conventional practice, but may include a variety of complex features, such as conflicting design requirements, unsuitability of conventional materials or procedures, or difficult coordination requirements.

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

Most assignments are performed independently, making decisions on technical problems and methods. Receives approval on proposed plans for projects and general direction as to results expected or unusual problems.

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

Coordinates with, guides and/or reviews 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):

Routinely interfaces with clients and regulatory agencies.

MINIMUM REQUIREMENTS

EDUCATION AND EXPERIENCE

Bachelor's or Master's degree in Architecture. This level may be achieved by Architects with four years experience since Bachelor's degree or three years experience with Master's. Typical incumbent has six to ten years experience.

SPECIAL SKILLS

Good technical writing, computer, CAD and communication skills required. May be eligible for project management training.

PROFESSIONAL REGISTRATIONS

Registration as a licensed Architect is required.

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.