

Brown, Kevin

From: Resources, Human
Sent: Friday, January 28, 2011 11:59 AM
To: Brown, Kevin
Subject: Job Description: Sr Architect II (E14)

Job Description

Sr Architect II (E14)

Grade:

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

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

Under direction, provides the expertise of a seasoned architect, applying advanced concepts and techniques to unconventional problems. May function as an individual contributor or technical specialist.

JOB DUTIES Typical duties and responsibilities of job.

- Plans, directs and supervises the architectural aspects of reports, designs or construction projects.
- Responsible for finished plans, specifications or approval of materials and construction.
- Participates in the preparation of proposals and budgets.
- Coordinates work with other architects and professionals within and outside discipline and with support services staff.
- Participates in design-oriented quality control meetings.
- May occasionally manage projects.
- May be required to work on CAD.
- 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.):

Carries out complex or novel assignments requiring diversified knowledge of architectural principles and practices in broad areas of assignments. Work requires the use of advanced techniques and the modification and extension of theories, precepts and practices.

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

Performs important architectural work with responsibility for independent action and decisions. Supervision and guidance relate largely to overall objectives, critical issues, new concepts and policy matters. Consults with supervisor concerning unusual problems and developments.

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

Supervises and 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, technical managers, and administrative staff and managers as necessary.

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

Represents the organization in conferences with clients and/or regulatory agencies to resolve important questions.

MINIMUM REQUIREMENTS

EDUCATION AND EXPERIENCE

Bachelor's degree in Architecture; graduate level technical coursework preferred. This level may be achieved by Architects with seven years experience since Bachelor's degree or six years experience with Master's degree. Typical incumbent has ten or more years' experience.

SPECIAL SKILLS

Proven technical writing and communication skills. May be eligible for project management training. CAD skills required.

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 plan, prioritize and review project plans and documents, evaluate alternatives, and devise appropriate solutions.