

Brown, Kevin

From: Resources, Human
Sent: Friday, January 28, 2011 11:59 AM
To: Brown, Kevin
Subject: Job Description: Sr Architect III (E15)

Job Description

Sr Architect III (E15)

Grade:

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

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

Under general direction, provides technical expertise to diverse architectural projects throughout the assigned area of responsibility and/or company-wide. May function as lead architect or consultant.

JOB DUTIES Typical duties and responsibilities of job.

- Defines scope of project, with full responsibility for interpreting, organizing, executing and coordinating project assignments.
- Selects problems for investigation, developing novel approaches and solutions to architectural problems in consultation with the director of Architecture.
- Conducts quality control checks, reviewing calculations, designs, specifications and construction documents for accuracy and completeness, and performing on-site inspections of projects under construction to ensure aesthetic value and quality construction.
- Plans and organizes the work of junior architects and technicians.
- Plans and organizes the CAD staff required for the project.
- 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.):

Work involves planning and developing architectural projects concerned with unique or controversial problems which have an important effect on major company programs.

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

Supervision received is essentially administrative, with assignments given in terms of broad general objectives and limits. Acts independently on technical matters pertaining to his/her field, within the design guidelines established by the director of Architecture.

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

Supervises and/or coordinates with other senior professionals and support staff.

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, prospective clients, regulatory agencies and outside organizations.

MINIMUM REQUIREMENTS

EDUCATION AND EXPERIENCE

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

SPECIAL SKILLS

Strong technical writing and communication skills are expected at this level, proven through technical presentations, technical papers and/or participation in technical committees. 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 plan, prioritize and review project plans and documents, evaluate alternatives, and devise appropriate solutions; manage multiple concurrent projects; and supervise and motivate professional staff.