

Brown, Kevin

From: Resources, Human
Sent: Friday, January 28, 2011 11:59 AM
To: Brown, Kevin
Subject: Job Description: Sr Architect IV (E16)

Job Description

Sr Architect IV (E16)

Grade:

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

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

Under general direction, serves as a recognized specialist in Architecture throughout the Company, providing advice on the resolution of major technical problems of marked importance to the organization; provides technical expertise on programs and projects with substantial fees, developing standards for diverse activities.

JOB DUTIES Typical duties and responsibilities of job.

- Analyzes projects, solves major technical construction and code related problems and makes cost-effective recommendations.
- Develops architectural standards and guides.
- Determines program objectives and requirements.
- Provides consultation and advice.
- Markets company services.
- Has heavy responsibility for success of program or project, conformance to budget and quality control.
- Conducts technical training workshops and serves as mentor to less experienced architects and other technical professionals.
- Interfaces with the cost estimating staff and various disciplines required to design project.
- May occasionally manage 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.):

Work involves solving unprecedented technical problems, the solution of which may require creativity, foresight and mature architectural judgment.

DECISION-MAKING (Supervision received; independent judgment or initiative; consequence of error):
Supervision received is essentially administrative. In coordination with the principal Architect, makes

design decisions and recommendations that are recognized as authoritative and have an important impact on extensive architectural activities.

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

Supervises the work of 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):

Maintains extensive contacts with clients, key architects and officials of other organizations, requiring skill in persuasion and negotiation of critical issues.

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 fifteen years experience since Bachelor's degree or fourteen years with Master's degree. Typical incumbent has twenty or more years' experience.

SPECIAL SKILLS

Persuasive ability; 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.