

SENIOR ARCHITECT

Code No. 3-14-107
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving supervisory and administrative responsibility for the construction, renovation and improvement of buildings, plants and structures in accordance with standard architectural theory and practice. The employee reports directly to, and works under the general supervision of an Assistant Superintendent for Finance and Administrative Services or other higher level staff member with wide leeway allowed for in the exercise of independent judgment. General supervision is exercised over a staff of professional, technical and clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Reviews or develops designs, working drawings and specifications and contract compliance, for new building construction and existing building alterations;

Conducts the management of architectural and asbestos abatement projects, including project design, consultant selection, legislative communications, bidding process, budget and schedule oversight, consultant liaison and contract compliance;

Designs projects in accordance with requirements of the specific unit under development;

Assists in the preparation and development of preliminary studies, plans and budget proposals for new construction, additions or alterations;

Confers with department heads and designated staff concerning requirements and general design of projects;

Conducts feasibility studies, space utilization studies and project programs and budget estimates;

Coordinates architectural and structural details of work projects with architectural and engineering consultants;

Develops operating policies for the architectural unit;

Prepares or assists in preparing cost estimates for architectural projects;

Assigns personnel to projects, allocates work and establishes work schedules;

Supervises architectural staff in development of designs and specifications;

Performs facility audit of existing structures and prepares code and building reports, cost estimates and facility evaluation;

Supervises the preparation of drawings and specifications to be advertised for bid;

Inspects work in progress for conformance to plans and specifications and reviews construction progress relative to schedules, changes, approvals, payments and project close-out.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Comprehensive knowledge of the theory, practice and principles of architecture; thorough knowledge

of methods and design of large scale buildings; thorough knowledge of the methods and materials used in construction and renovation; good knowledge of specialty areas such as roofing, hazard abatement, site planning, and energy conservation; good knowledge of the techniques of architectural design; good knowledge of federal, state, and local standards as they relate to new construction or renovation practices; good knowledge of cost estimating used in new building construction or alteration work; working knowledge of computer technology as related to architectural applications; ability to manage budgets and schedules; ability to develop designs, working drawings, and specifications; ability to conduct feasibility and space utilization studies; ability to inspect work in progress for conformance and compliance; ability to coordinate work of consultants; ability to make accurate estimates of renovation and construction costs; ability to plan and supervise the work of others; ability to develop policies for the conduct of the architectural unit; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possession of a valid license issued by the New York State Education Department to practice Architecture in New York State plus five (5) years paid full-time or its part-time equivalent professional* experience in architecture, two (2) years of which must have been in a supervisory capacity**.

***NOTE:** Experience in architecture may include, but is not limited to consultation, evaluation, planning the provision of preliminary studies, designs, construction documents, construction management, hazard abatement, and the administration of construction contracts.

****supervisory capacity,** for the purposes of these minimum qualifications, involves typical duties such as assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale and discipline. The supervision aspects must be an integral part of the job, not incidental or occasional.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

FORMERLY: Associate Architect

REVISED: July 26, 1990

REVISED: June 18, 1992

REVISED: September 12, 2016