

CHIEF ARCHITECT

Code No: 920231

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a high level management position in the City School District involving responsibility for coordinating the various activities of the Plant Engineering unit, including project planning, architectural and engineering design, building code interpretation, consulting services, and the development of design and construction standards. The employee works under the general direction of the Coordinator of Educational Facilities, but is allowed to exercise of independent judgement on architecture and engineering problems. General supervision is exercised over various architectural, engineering and clerical personnel. 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):

Prepares designs, working drawings and specifications for new building construction and existing building alterations;

Supervises the architectural, engineering and clerical personnel of the plant engineering unit;

Prepares or supervises the preparation of preliminary studies and plans for new construction, additions, or alterations;

Consults with the Project Management staff on architectural and structural details of work projects;

Assists the Coordinator of Educational Facilities in solving problems relating to pupil housing, building utilization, building safety, and fire prevention;

Prepares cost estimates for architectural and engineering projects;

Prepares oral and written reports on the activities of the Plant Engineering unit;

Directs the personnel activities of the Plant Engineering unit, including hiring, promotion, and dismissal of employees, and the administration of City School District personnel policies;

Plans and directs in-service training programs for Plant Engineering employees;

Performs special duties assigned by the Coordinator of Educational Facilities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of methods and procedures used in the architectural design of large scale educational buildings, thorough knowledge of the techniques of building construction; thorough knowledge of construction materials; good knowledge of federal, state and local building codes, safety and fire regulations and material standards related to new construction or alteration of educational facilities; good knowledge of cost estimating practices used in building construction or alteration; ability to design and lay out new educational facilities and for the alteration of existing ones; ability to plan, coordinate and supervise the work of a large group of professional and clerical employees; ability to prepare and present concise oral and written reports; administrative ability; supervisory ability; good professional judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possession of a New York State Architecture license, plus five (5) years of paid full-time or its part-time equivalent experience in architecture, two (2) years of which shall 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, and the administration of construction contracts.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: September 11, 1986