

PROJECT ARCHITECT

Code No. 3-13-035

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional and managerial position responsible for directing architectural and engineering activities of educational facilities for the Rochester City School District including capital improvement renovation and new construction. Work involves project planning, scheduling, cost estimating, architectural and engineering design, building code interpretation, consulting services, design and construction standards, and contractor supervision and payment. The employee reports directly to and works under general supervision of an administrator. General supervision is exercised over various professional and clerical staff. 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, directs or supervises the preparation of designs, working drawings and specifications for new building construction and existing building alterations;

Supervises the architectural, engineering and clerical personnel of the Facilities Design group;

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

Schedules, coordinates, expedites and supervises execution of various renovation and new construction projects;

Reviews preliminary architectural designs with design staff and consulting architects or engineers for design intent, conformity with specifications, and potential costs;

Gathers data for use by various committees in recommending capital construction projects to the Board of Education;

Submits plans and specifications for capital construction projects to the State Education Department for approval;

Initiates and reviews change orders and work orders to contractors;

Reviews applications for payment for services from consulting architects, engineers and contractors;

Supervises data collection activities and prepares departmental operational budget;

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

Prepares oral and written reports on the activities of the Facilities Design Group;

Directs the personnel activities of the Facilities Design Group, including hiring, promotion and dismissal of employees, and the administration of City School District personnel policies;

Performs special duties as assigned by the Director of Educational Facilities;

Plans and directs in service training programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of methods and procedures used in the architectural design of large scale buildings, especially as related to educational facilities; thorough knowledge of the techniques of building construction, characteristics and construction materials; good knowledge of federal, state and local building codes, safety and fire regulations and material standards as related to new construction or alteration of educational facilities; ability to prepare designs, working drawings and specifications for large scale facilities and for the alteration of existing ones; ability to plan, coordinate and supervise the work of a professional and clerical staff; ability to prepare an operating budget; ability to make construction cost estimates; ability to communicate effectively with contractors, architects, engineers and in house personnel; ability to prepare and present concise oral and written reports; administrative ability; good professional judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possession of a license to practice Architecture in New York State at the time of appointment, plus five (5) years paid full-time or its part-time equivalent 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 preparation of preliminary studies, designs, construction documents, construction management, and the administration of construction contracts.

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.

ADOPTED: August 22, 1991