

# City Architect

Recruitment #180830-005130-001

- **Department** Contract Administration
- **Open Date** 8/30/2018 12:00:00 AM
- **Filing Deadline** 9/30/2018 11:59:00 PM
- **Salary** \$39.25- \$61.51/hour; \$6,803.33- \$10,661.73/month; \$81,640.00- \$127,940.80/year
- **Employment Type** Full-Time
- **Type of Recruitment** Open

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## Introduction

Health, vision, dental, and life insurance; annual and sick leave; paid holidays; pension and tax-deferred compensation (457) plans; and more.

## Nature Of Work

The employee in this class is responsible for performing tasks of considerable technical difficulty and wide ranging design scope which include preparing and revising architectural design plans and specifications including application of professional seal. The employee supervises the review and processing of required shop drawings, related contract documents, and construction administration for the construction and renovation of municipally owned building and facilities. Responsibilities include coordinating with a variety of city user departments, outside agencies and project personnel in the preparation and development of project description and scopes of work, cost estimates, and preliminary and final design, drawings, and specifications. Also required are analyzing and reviewing architectural designs, engineering designs, drawings, and specifications submitted by consultants for accuracy and completeness and to ensure that functional and code requirements of projects are met. The employee negotiates scopes of services and fees with professional consultants, -reviews applications for payment to contractor, work directives and change orders, and negotiates disputes between contractors and the city. Under general direction, the employee exercises considerable initiative and independent judgment in selecting work methods and formulating recommendations to meet program needs as well as in supervising the activities of subordinate drafting support personnel. Work is reviewed through conferences, oral and written reports submitted, and observation of results obtained.



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