

Project Architect

Recruitment #180716-512100-001

Department	Contract Administration
Open Date	9/12/2018 12:00:00 AM
Filing Deadline	10/12/2018 11:59:00 PM
Salary	\$34.58 - \$51.86/hour; \$5,993.87 - \$8,989.07/month; \$71,926.40 - \$107,868.80/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

An employee in this class is responsible for tasks of considerable difficulty involving a variety of architectural assignments, which may include project development, preparing and revising architectural design plans and specifications, and consultant and user department coordination. Under direction of the City Architect, the employee is required to exercise considerable initiative and independent judgment in the preparation and development of project descriptions, cost estimates, and preliminary and final designs, drawings, and specifications. Also required is the coordination and review of architectural designs, drawings, and specifications submitted by consultants. Work is reviewed through conferences, reports submitted, and results obtained.

Examples of Duties

Coordinates the development of project scopes, cost estimates, and preliminary drawings for the construction or renovation of municipally owned buildings and facilities.

Develops preliminary architectural designs from approved project descriptions for review by the City Architect and user agencies; finalizes architectural designs incorporating suggested changes and additions to meet functional requirements while staying within budget limitations.

Oversees and reviews architectural plans and specifications prepared by consultants.

Coordinates the activities of technical personnel involved in the preparation of architectural, mechanical, and electrical working drawings and technical specifications; reviews various sample submittals and shop drawings.

Provides architectural expertise by answering questions as to content of drawings and specifications during bidding and construction phases; prepares addenda and letters of clarification to modify contract documents.

Coordinates the work of technical personnel; participates in maintaining project records, conducts studies, researches records, and writes reports.

Performs related work as required.

Knowledge, Skills & Abilities

Considerable knowledge of: principles and practices of designing building structures and facilities; municipal building codes, ordinances, rules, and regulations; architectural developments and information in the field of building design and construction.

Ability to: coordinate and review the work of technical personnel; plan and prepare completed architectural design plans and specifications; analyze and review architectural design submittals and drawings prepared by consultants; prepare and submit detailed, clear, and concise reports both orally and in writing; establish and maintain effective working relationships with employees, officials, and the general public.

Minimum Qualifications

Graduation from an accredited college or university with a professional five-year bachelor or master's degree in architecture and three (3) years in architectural design experience; or an equivalent combination of training and experience.

Licenses or Certifications

Registration as a professional architect in the State of Florida; or currently in the active process of obtaining registration.

Possession of a valid drivers license required.

Conclusion

HELPFUL HINTS FOR COMPLETING YOUR APPLICATION: Please register before you begin the application process. This will enable you to view and re-use information from previously submitted applications to complete and submit any future applications. Please make certain your application is complete and the information you provide clearly demonstrates that you possess the minimum job qualifications as stated in the job announcement. Resumes can be submitted in support of an application, but not in lieu of an application. Resumes and copies of certifications or other required documents may be attached to your online application.

Click on a link below to apply for this position:

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