



Open Until
Filled

Architect III



city of
PALM COAST



The City

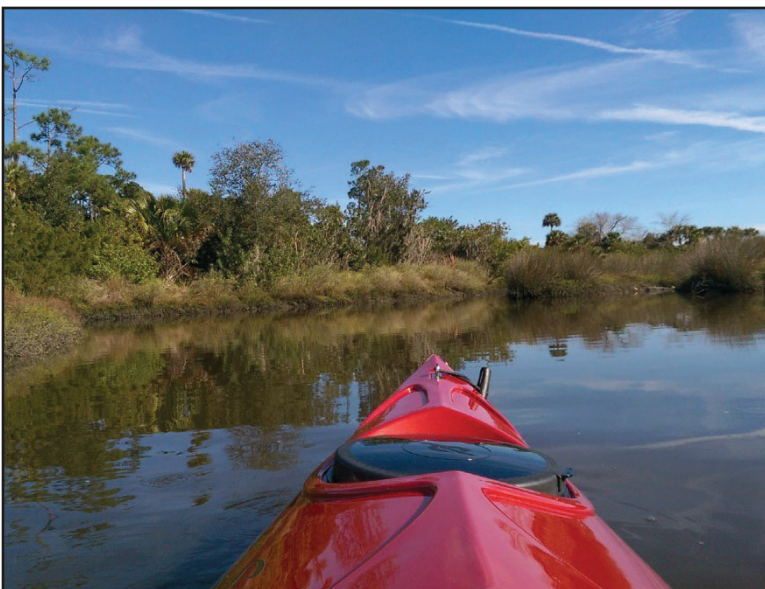
One of Florida's newest cities (incorporated 1999), Palm Coast is a Florida paradise – situated on 70 miles of saltwater and freshwater canals and the Intracoastal Waterway and just minutes from pristine Atlantic Ocean beaches. Vibrant lifestyle and the natural environment go hand-in-hand here. The City offers a dozen beautiful parks, 125+ miles of connecting trails and paths for walking/bicycling, abundant fishing and boating, a year-round Running Series, and world-class tennis and golf. Lined with historic oaks, towering pines and indigenous vegetation, Palm Coast's parks and trails showcase the splendid elegance of the native Florida landscape. Bird-watching is popular at St. Joe Walkway and Linear Park, which are designated as Great Florida Birding & Wildlife Trails, and visitors can spot dolphins and seabirds as they stroll along the Intracoastal at Waterfront Park. The City currently has an estimated population of 92,000.



The Department and Division

The Stormwater & Engineering Department has a wide variety of functions that serve both internal and external customers.

The functions of the department include: Stormwater Engineering, Operations & Maintenance, Facility Engineering, Utility Engineering and Transportation Engineering and Operations. The Department is comprised of 59 full-time staff that oversee the management & operation and maintenance of the city's stormwater system; operation of the city's transportation system as well as the management of the City's Capital Improvement Plan and Projects



The Position

The City of Palm Coast is seeking a qualified Architect III to oversee and manage Capital Improvement construction and engineering activities. This position is responsible for managing the project development, design, construction, inspection, and contract administration activities involving the review and evaluation of architectural and engineering plans and specifications in support of the implementation of the City's Capital Improvement Projects. The objective is to ensure development through the departmental application of all applicable Federal, State, and local codes and standards and contractual provisions.

Employee works with a high degree of independence and initiative. May plan, organize, assign and review the work of subordinate level employees. Work will involve primarily office duties and occasional field/site visits. Position is salaried.



Community Center

Key Duties and Responsibilities

- Plans and manages buildings, recreation, and facility planning, development, and construction in accordance with city/state/federal codes and regulations, and according to all acceptable engineering practices.
- Performs complex administrative and architectural support work in the design, construction, planning, and management of the City's Capital Improvement Program; develops and implements work policies and procedures, goals, and objectives for review and approval processes of the City's Capital Improvement program.
- Reviews preparation of architectural and/or engineering drawings by technical staff and consultants; assists in the review of in progress and final plans and specifications for completeness prior to public advertisement for bid.
- Monitors construction progress through on-site inspections; consults with contractor representatives, field personnel, engineers, and architects to evaluate construction progress to ensure compliance with the plans, standards, specifications, special requirements, codes, and regulations are enforced.
- Develops, implements, and monitors project budgets; ensures all functions and programs under charge are performed within established budgetary parameters, to include performing cost control activities, monitoring revenues & expenditures, and ensuring sound fiscal control.

City of Palm Coast Parks & Facilities Division

The Stormwater and Engineering Department manages the rehabilitation and expansion of the City's infrastructure system. Much of the original infrastructure (stormwater, utility, and roadways) were put in during the initial development of Palm Coast which began in the 1970s. The department's focus is to keep the operation of our infrastructure systems functioning by assessing and rehabilitating aging infrastructure and addressing our current and future growth. The Parks & Facilities Division oversees the design and construction of various facility improvement projects, new construction projects, and parks rehabilitation & expansion projects.

Current and Future Challenges

The City of Palm Coast has experienced several construction booms, since its formation as a City in 1999 and continues to grow at a fast pace, particularly in residential development. Over the next five (5) years, an abundance of projects to include the multiple phase Public Works Facility are planned. There are also necessary facility and park rehabilitation projects to maintain, modify, improve and restore, along with the replacement of existing facilities and components that have reached the end of its useful life as well as required improvements for energy savings and ADA compliance. The projected 5-Year Capital Parks & Facilities Plan is over \$50M that will require project coordination and management.

The Ideal Candidate

The Stormwater & Engineering Department is seeking an Architect III to coordinate and be the lead contact with consultants as well as review and comment on proposed city capital projects and private development projects as they relate to city facilities. The ideal candidate will have the following attributes:

- Well organized, detailed, a quick and eager learner.
- Work well across departments and with consultants and contractors.
- A self-starter and independent with ability to interact within a group.
- Ten (10) + years of technical experience in design, construction, inspection, or project management of architecture, engineering, building, site development design, and or construction.
- Strong written and verbal communication skills.
- Extensive usage of MS Word, MS Excel and project management software.



Holland Park Shade Sail



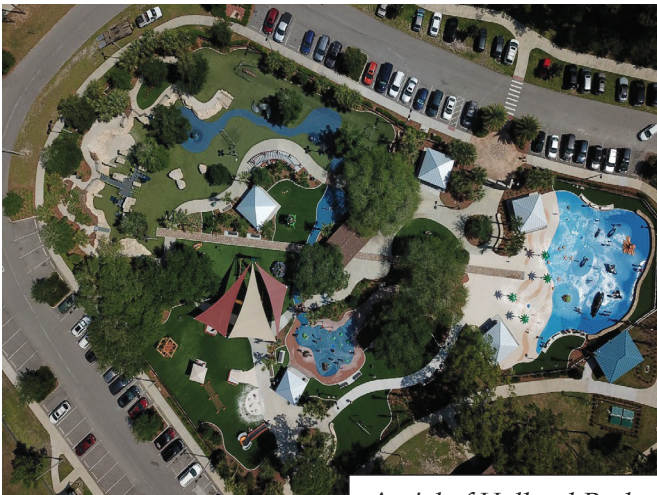
Court Resurfacing



Waterfront Park



Fire Station 21



Aerial of Holland Park

Minimum Qualifications

- Architect: Bachelor's Degree in Architecture or related engineering field; supplemented by ten (10) years highly responsible technical experience in progressively responsible professional experience in the design, construction, inspection, or project management of architecture, engineering, building, site development design, and/or construction, or a closely related field; or an equivalent combination of education, training, and experience
- Must possess and maintain a valid Florida Driver's License.
- Must be a Registered Architect in the State of Florida

Compensation and Benefits

The anticipated starting salary range is \$81,279.01-\$140,311.13. The salary will depend on qualifications and experience. Palm Coast offers a comprehensive benefits package; including a retirement plan where the City contributes 10% of the salary towards a 401(a) plan. In addition, the City offers an additional match up to 2% with employee contribution towards a 457 plan. For more information, about the City's outstanding benefits, such as health/dental insurance, vacation and sick leave, and other insurance plans, please contact Human Resources at: human_resources@palmcoastgov.com or (386)986-3718.

How to Apply

Apply online through the City's website at <http://www.palmcoastgov.com/employment/openings>. Questions should be directed to Human Resources at human_resources@palmcoastgov.com or (386) 986-3718.

Confidentiality

Under the Florida Public Records Act, all applicants are subject to disclosure upon receipt. References are checked after the interview and selection process is completed.

The Process

Applications will be accepted until the position is filled.

Other Information

The City of Palm Coast is an Equal Opportunity Employer. A veteran's preference will be awarded per Florida law.



CLASSIFICATION DESCRIPTION

TITLE: ARCHITECT III

JOB CODE: 21 (Exempt)

GENERAL DESCRIPTION OF DUTIES

Under management direction, the purpose of the position is to oversee and manage Capital Improvement construction and engineering activities. The work of an employee in this class focuses on the coordination of multiple capital improvement project types including but not limited to recreation facilities and various public use building types. Employees in this classification perform at an upper management level and are responsible for managing the project development, design, construction, inspection, and contract administration activities involving the review and evaluation of architectural and engineering plans and specifications in support of the implementation of the City's Capital Improvement Projects. These include but are not limited to vertical improvements such as new buildings and major expansions or renovations as well as recreation facilities such as new parks or expansions or renovation of park and recreation facilities. The objective is to ensure development through the departmental application of all applicable Federal, State, and local codes and standards and contractual provisions. Position is responsible to coordinate and be the lead contact with consultants as well as review and comment on proposed city capital projects and private development projects as they relate to city facilities. Employee works with a high degree of independence and initiative and are responsible to plan, organize, assign and review the work of subordinate level employees.

SPECIFIC DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Manages the work of staff, consultants, and contractors; coordinates efficient and timely completion of review and/or inspections for new and existing projects, structures, architectural, construction, and engineering projects.
- Plans, allocates, and monitors time, people, consultants, contractors, and other resources to ensure efficient and effective completion of assigned projects.
- Trains and coordinates with engineering and technical support staff.
- Conducts performance evaluations and sets goals for assigned staff; provides recommendations for corrective actions as appropriate.
- Plans and manages buildings, recreation, and facility projects, programs to ensure planning, development, and construction are in compliance with all applicable city/state/federal codes

and regulations, and according to all acceptable engineering practices.

- Performs complex administrative and architectural support work in the design, construction, planning, and management of the City's Capital Improvement Program; develops and implements work policies and procedures, goals, and objectives for review and approval processes of the City's Capital Improvement program.
- Manages consultants in the development of projects; reviews and verifies consultants' invoices and recommends approval for payment; review consultants' plans and specifications at various stages of development for conformance to budget funding, program and design standards, completeness and accuracy; suggests changes, additions, and corrections; monitors consultants' costs estimates and schedules.
- Reviews preparation of architectural and/or engineering drawings by technical staff and consultants; assists in the review of in progress and final plans and specifications for completeness prior to public advertisement for bid.
- Assists in the review and approval of items such as shop drawings, material submittals, and supplementary drawings during the construction administration phase.
- Monitors construction progress through on-site inspections; consults with contractor representatives, field personnel, engineers, and architects to evaluate construction progress to ensure compliance with the plans, standards, specifications, special requirements, codes, and regulations are enforced.
- Coordinates advertising for bidding process; reviews qualifications, bids and submits recommendations for consultant and contractor selection.
- Provides explicit technical information of requirements involving construction and development approval processes.
- Ensures technical and informational assistance is readily available to the inspectors, the general public, vendors, and City personnel.
- Evaluates project management policies, programs, and processes for effectiveness, accuracy, and efficiency.
- Defines consultant scope of service, reviews and evaluates proposals to perform task; authorizes or recommends approval as appropriate.
- Develops, implements, and monitors project budgets; ensures all functions and programs under charge are performed within established budgetary parameters, to include performing cost control activities, monitoring revenues & expenditures, and ensuring sound fiscal control.
- Maintains open communication with the general public, vendors, City personnel for the dissemination of information.
- Researches, prepares reports & studies, drafts specifications, and presents recommendations for capital improvement programs and projects as well as transportation planning and operations.
- Performs review of as-built information to verify construction is in general conformance of

approved design.

- Maintains active communication with contractors, engineers, surveyors, government agencies, and the general public for any engineering, surveying, or construction issues.
- Provides input for the development of the annual updates to the long-range capital improvement program.
- Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree in Architecture or related engineering field; supplemented by ten (10) years highly responsible technical experience in progressively responsible professional experience in the design, construction, inspection, or project management of architecture, engineering, building, site development design, and/or construction, or a closely related field; or an equivalent combination of education, training, and experience.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS

Must be a Registered Architect in the State of Florida.

Must possess and maintain a valid Florida Driver's License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to understand and follow complex written and oral instructions.
- Ability to effectively supervise and train a staff comprised of engaged in carrying out departmental functions.
- Knowledge of effective management/administration principles, e.g., budget development and administration; project programming, contract administration; management principles and techniques.
- Skill in design and development of project plans and specifications.
- Ability to review and suggest changes, additions, and corrections in detailed construction, renovation, restoration, and maintenance plans and specifications.
- Skill in interpreting rules, regulations, and policies for effective decision-making in accordance with established precedent.
- Interpersonal, leadership, planning, management, and communications skills; ability to communicate professionally verbally, in writing, and in presentations.
- Skill in researching, compiling and summarizing statistical data and information materials.
- Ability to utilize personal computers, standard office equipment, and standard software applications, e.g., word processors, database software, spreadsheet applications.

- Ability to establish and maintain effective working relationships and communications with internal and external customers, industry professionals, co-workers, and the public.
- Ability to plan, assign, direct and review the work of others in a manner conducive to full performance and compliance with established code, ordinances, statutes, and regulatory standards applicable to the work.
- Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 25 pounds.
- While performing the essential functions of this position the employee is rarely exposed to disagreeable environmental factors.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.