

Job Title: DOS - SENIOR ARCHITECT - 45001112

Department of State
Senior Architect
Division of Historical Resources
Office of Division Director

Open Competitive

Minimum Qualifications:

- Bachelor's degree in architecture.
- Registered as an architect in the State of Florida under Chapter 481, Florida Statutes.
- Meets the Secretary of the Interior's Professional Qualification Standards for Architecture OR Historic Architecture as described at <https://www.nps.gov/articles/sec-standards-prof-quals.htm>
- Minimum of four (4) years' experience working in the architecture and/or construction field.
- Knowledge of the International and Florida Building Codes and the ability to interpret them accurately.
- Ability to develop cost estimates and interpret architectural and engineering documents.
- Knowledge of construction methods and materials.
- Ability to travel to conduct training and inspect construction projects.

Preferences:

- Secretary of the Interior's Professional Qualification Standards for Historic Architecture (preferred) as described at <https://www.nps.gov/articles/sec-standards-prof-quals.htm>
- Ability to effectively communicate technical architectural and construction recommendations to non-skilled personnel and project managers, both verbally and in writing.
- Knowledge of the Secretary of the Interior's Standards for Rehabilitation.
- Knowledge of the federal Historic Preservation Tax Incentives Program.
- Experience using AutoCAD or Revit software.
- Experience using Geographic Information Systems (GIS) and ArcView software.
- Knowledge of LEED standards and sustainability.

Special Note:

Responses to qualifying questions must be clearly supported in your employment history.

Duties and Responsibilities:

Provides architectural advice and assistance within the Division of Historical Resources, by providing technical assistance and consultation to local, state, and federal agencies, private groups and individuals regarding the planning and execution of preservation, restoration, and rehabilitation projects. Involved in the design review and/or plans review of facilities and other structures, and building projects to include inspecting, observing and/or monitoring physical condition and determining the work required to retain or correct the conditions of the facility and is responsible for, including but not limited to, the following duties:

Review architectural designs and construction documents to ensure that preservation planning is based on sound preservation and design principles. Reviews are conducted for the state Historic Preservation Grants Program, federal Historic Preservation Tax Incentives program, Florida Main Street Program, and the state and federal Compliance Review program.

Review Historic Preservation Grant Program applications, publish summaries and present staff recommendations in public hearings of the Florida Historical Commission and grant panels. Reviews funded grant project documents including plans, scopes of work, cost estimates, agreements, and sub-agreements.

Review designs for certain non-historic facilities for compatibility with historic properties. Provide technical assistance to additional local, state, and federal agencies, groups, and individuals regarding planning/execution of preservation, restoration, and rehabilitation. Travel to conduct site inspections and conduct trainings as needed.

Provide technical assistance to professional firms engaged in the development of architectural and contract documents (working drawings and specifications) for preservation projects. Technical assistance includes review of architectural program development, architectural design, preliminary cost estimates and rehabilitation feasibility studies, and working drawings and specifications.

Performs work related duties as required.

Knowledge/Skills/Abilities:

- Knowledge of construction methods and materials; architectural principles and techniques; Federal Historic Preservation Tax Incentives Program; Secretary of the Interior's Standards for Rehabilitation; and the International and Florida building codes.
- Ability to develop cost estimates; interpret architectural and engineering documents; travel to conduct trainings and inspect construction projects; effectively communicate technical architectural and construction recommendations to non-skilled personnel and project managers, both verbally and in writing.
- Experience using Microsoft Office, including Word, Excel, PowerPoint (or equivalent) and beginner user level of Microsoft Access.

CRIMINAL BACKGROUND CHECKS: A Level 2 criminal background check is a condition of employment. If selected for this position, you must provide your fingerprints. We will send your fingerprints to the Florida Department of Law Enforcement and the Federal Bureau of Investigation for a criminal background check.

IMPORTANT NOTICES:

We are committed to enhancing our workforce through the employment of Veterans, individuals with disabilities and seek qualified candidates with diverse backgrounds, abilities, skills, and talents to join our workforce.

Male applicants born on or after January 1, 1960, will not be eligible for hire or promotion unless they are registered with the Selective Services System (SSS) before their 26th birthday, or have a Letter of Registration Exemption from the SSS. For more information, please visit the SSS website: <https://www.sss.gov>

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