# General Statement of Duties

Performs intermediate level professional architectural work by administering and monitoring less complex projects involving the renovation of buildings and facilities and reviews design and construction documents for adherence to regulatory compliance.

# Distinguishing Characteristics

This class performs intermediate level professional architectural work. This class is distinguished from the Architectural Staff class that performs entry level professional architectural work under close supervision while learning and assisting in design and project management processes in accordance with standard architectural practices. The Architect Associate is also distinguished from the Architect Senior class that performs full performance professional architectural work by preparing and managing complex, multifaceted projects involving the construction and renovation of buildings and facilities and reviews design and construction documents for adherence to regulatory compliance.

# Guidelines, Difficulty and Decision-Making Level

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

# Level of Supervision Received & Quality Review

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

# Interpersonal Communication & Purpose

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.

# Level of Supervision Exercised

Matrix manages and/or coordinates the work of consultants/contractors and other employees who are assigned to specific projects.

# Essential Duties

Acts as a project manager and administers and monitors the design, construction, maintenance, and/or alteration of less complex projects.
Confers with management in order to maintain established project plans and goals, scope of work, and project work plans including time frames, funding limitations, contract costs, risk factors, and allotment of available resources to various phases of a project.

Reviews projects for code and standards compliance, monitors the progress and quality of a project, and resolves problems by identifying strategies and approaches to overcome barriers.

Tracks schedules, work plans, and cost estimates/projections and monitors projects for conformance to approved plans and contract specifications.

Assists or participates in preparing pre-bid materials defining scope of work and related information necessary for request for qualifications (RFQ) and request for proposals (RFP) and responding to questions concerning the project and/or contract(s).

Monitors the budget for project planning, design, regulatory, and/or construction phases and ensures project deliverables stay on-time, on-target, and on-budget.

Interacts with utility companies, city agencies/departments, and other governmental agencies to obtain necessary permits and clearances and to ensure regulatory compliance.

Provides in-house design of projects by preparing designs, graphics, drawing, and outline specifications.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

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<th>Knowledge &amp; Skills</th>
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<td>Knowledge of the concepts, principles, theories, and practices used in the planning, design, construction, and maintenance of buildings or other structures taking into consideration aesthetic and functional concerns.</td>
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Knowledge of conceptualizing, developing, producing, understanding, and using plans, models, blueprints, and maps including the use of tools and instruments to produce precision technical drawings, working prototypes, components, and systems.

Knowledge of the materials, methods, systems, and the tools used to construct objects, structures, and buildings.

Knowledge of the principles, methods, and tools used for risk management and mitigation including assessment of failures and their consequences.

**Education Requirement**

Bachelor’s Degree in Architecture.

**Experience Requirement**

Two (2) years of professional architecture experience.

**Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for experience requirements.

**Licensure & Certification**

By position, requires a valid Driver’s License at the time of application.

Registration as an Architect by the Colorado State Board of Registration at the time of application.

Registration as an Architect by another state will be accepted in lieu of this requirement provided that the applicant has Colorado registration by the end of the probationary period.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Pressure due to multiple calls and inquiries.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Subject to long irregular hours.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Carrying: transporting an object usually by hand, arm, or shoulder.

Balancing: maintaining body equilibrium to prevent falling over.

Reaching: extending the hand (s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).
Fingering: picking, pinching, or otherwise working with fingers.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Repetitive motions: making frequent movements with a part of the body.
Eye/hand/foot coordination: performing work through using two or more.
Far Acuity: ability to see clearly at 20 feet or more.
Near Acuity: ability to see clearly at 20 inches or less.
Depth Perception: ability to judge distance and space relationships.
Field of Vision: ability to see peripherally.
Color Vision: ability to distinguish and identify different colors.
Accommodation: ability to adjust vision to bring objects into focus.
Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

**Background Check Requirement**

Criminal Check
Education Check
Employment Verification
Licenses/Certification
By position, Motor Vehicle Record

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

Pay Grade: E-814
FLSA Code: Y
Management Level: 10
Established Date: 9/21/2018
Established By: Lori Schumann
Revised Date: 3/3/19; 3/12/19
Revised By: Greg Thress; Alena Duran
Class History: 3/3/19 - Job Title revised
3/12/19 – Added an equivalency for education because the State of Colorado allows for an individual to get an Architect License with appropriate experience and no degree.