



Office of Human Resources  
Architect Senior - CE0428  
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### General Statement of Duties

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.

### Distinguishing Characteristics

This class performs full performance 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 Senior class is also distinguished from the Architect class that 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. Additionally, the Architect Senior class is distinguished from the Engineer/Architect Supervisor class that performs professional and supervisory work over professional, licensed engineers and architects, develops, implements, and evaluates engineering plans, work processes, systems, and procedures to achieve annual goals and objectives, and makes budgetary and resource allocation decisions.

### Level of Supervision Exercised

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

By position, supervises Staff Architects and/or technical staff.

### Essential Duties

Designs, plans, and develops the design, construction, maintenance, and/or alteration of multiple complex projects, directs, schedules, and coordinates the work of multi-disciplinary project teams, and provides advice and technical expertise to departmental staff.

Consults with clients, elected officials, and/or other stakeholders to determine project requirements and gathers and prepares information regarding design, specifications, materials, equipment, estimated costs, and time to complete a project.

Reviews plans and specifications prepared by consultants and/or staff to ensure adherence to applicable codes, standards, and city, state, and federal guidelines, monitors the progress and quality of a project, and resolves problems and project barriers by identifying strategies and approaches to overcome barriers.

Develops project budgets, schedules, work plans, and cost estimates/projections; administers and monitors contracts including contract negotiation and preparation of contract recommendations; and monitors projects for conformance to approved plans and contract specifications.

Prepares pre-bid materials defining scope of work and related information necessary for request for qualifications (RFQ) and request for proposals (RFP), sets up selection boards, responds to questions concerning a project and/or contract(s), reviews bids, and prepares recommendation(s).

Develops a communication plan and related project status reports for key stakeholders and provides updates on project activities and information on risks and mitigation strategies.

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.

## Competencies

**Financial Management** – Prepares, justifies, and/or administers the budget for program areas; plans, administers, and monitors expenditures to ensure cost-effective support of programs and policies; assesses financial condition of an organization.

**Oral Communication** - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

**Planning and Evaluating** – Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

**Problem Solving** – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**Strategic Thinking** – Formulates objectives and priorities, and implements plans consistent with the long-term interests of the organization in a global environment. Capitalizes on opportunities and manages risks.

**Working with People** - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict

**Written Communication** - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

## Knowledge & Skills

Knowledge of planning, coordination, and execution of business functions, resource allocation, and production.

Knowledge of various types of contracts, techniques for contracting and procurement, contract negotiation, and administration.

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.

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.

Knowledge of functions, principles, methods, and techniques of public planning including those related to community planning, outdoor recreation planning, and natural resource management such as demand forecasting, environmental impact analysis, financial forecasting, and land use planning and zoning.

### **Education Requirement**

Bachelor's Degree in Architecture or related field.

### **Experience Requirement**

Three (3) years of professional architectural experience performing project, design, and/or construction management work.

### **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-817**

**FLSA Code: Y**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**