



Office of Human Resources  
Urban Design Architect - CE0440  
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### General Statement of Duties

Performs standard level professional architectural work by applying the knowledge of land use, transportation, public space architecture, construction related design skills, and regulatory practices to define and implement urban design objectives in the planning and design of the city's public spaces, streetscapes, and buildings as well as in the review of private development.

### Distinguishing Characteristics

This class performs standard level professional architectural work by applying the knowledge of land use, transportation, public space architecture, construction related design skills, and regulatory practices to define and implement urban design objectives and activities. This class is 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. The Urban Design Architect is also distinguished from the Senior Architect 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.

### Level of Supervision Exercised

By position, performs lead work.

### Essential Duties

Creates policy, design, and performance guidelines and standards for review of private development and develops standards for review of publicly-funded projects such as buildings, bridges, and streetscapes.

Reviews actual designs of private and publicly-funded projects such as buildings, bridges, streetscapes, and infrastructure for compliance with respective standards and provides design analysis and recommendations for other agency projects.

Creates models and graphics and writes text for urban design reports and presentations.

Makes oral presentations to staff, the public, elected officials, boards, and commissions to explain urban design concepts and departmental procedures.

Organizes and leads the short and long term planning efforts of planning and urban design teams and works as a team member under the project management of others.

Conducts field research and assembles original data to verify and validate local and national urban design issues, procedures, and implementation.

Participates in selecting project consultants, establishing the scope of work assigned, and directing work in progress.

Performs other related duties as assigned or requested.

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**

Creative Thinking – Uses imagination to develop new insights into situations and applies innovative solutions to problems; designs new methods where established methods and procedures are inapplicable or are unavailable.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

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.

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

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

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 the concepts, principles, theories, and practices used in the planning, design, construction, adaptation, and maintenance of buildings or other structures, taking into consideration aesthetic and functional concerns.

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

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

**Education Requirement**

Bachelor's Degree in Architecture or related field.

**Experience Requirement**

Two (2) years of professional urban design experience including design of architectural projects and site plans which shape an urban environment plus the creation and rendering of urban design plans and concepts.

**Education & Experience Equivalency**

No substitution of experience for education is permitted.

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.

### 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.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

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.

Accommodation: ability to adjust vision to bring objects into focus.

Color vision: ability to distinguish and identify different colors.

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**

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

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**