Senior Registered Architect

Category: Exempt
Pay Grade: E26
Job Code: 13058

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY
Performs managerial level professional architectural work; plans, coordinates, and reviews the work of subordinate professional and technical employees or consultants engaged in programming, planning, construction, operation, maintenance, and administration of public works architectural projects; coordinates and controls efforts relating to technical architecture, cost, feasibility, construction, operation, and maintenance of public works building projects.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)
- Develops policies and procedures and develops and recommends standards of practice;
- Supervises and directs the activities of an architectural section;
- Participates in directing the planning, construction, and resident inspection of building projects;
- Prepares agreements for architectural consultants and responsible for architectural feasibility reports;
- Develops architectural standards and procedures for County facilities such as ADA (Accessibility Code Requirements) guidelines, buildings’ interior and exterior signage, and space planning standards;
- Reviews and approves of all monthly pay applications, change orders, and final acceptance of the project and prepares the necessary documentation to process such items for payment or approval;
- Prepares reports and recommendations for the consideration of administrative superiors, boards, and committees;
- Serves as professional consultant in matters pertaining to the area of work assignment;
- Establishes design standards and procedures in the production of construction documents for renovated or restored County facilities;
- Performs budget review and prepares forecasts;
- Performs other related job duties as assigned.

QUALIFICATIONS
Education and Experience:
Registration as a professional architect; eight (8) years technical training in architecture with six (6) years of experience in design, review, or construction of public works/County projects that includes supervisor experience or training; or an Associate’s degree or two (2) years of technical training in architecture or a related field and six (6) years of experience as described above; or a Bachelor’s degree or four (4) years of technical training in architecture and four (4) years of experience as described above; or an equivalent combination of education, training, and/or experience.
Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver’s License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Applicant must secure registration as a State of Florida Architect within six months of employment and maintain the required continuing education.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of architecture;
- Knowledge of modern architectural and engineering practices and procedures as they apply to public works;
- Knowledge of modern developments, current literature, and sources of information in the area of public works architecture and building engineering;
- Knowledge of modern office methods, practices and procedures;
- Ability to apply computer applications and software;
- Ability to plan and direct the work of professional architects, engineers, contractors, technicians, and clerical personnel in the manner conducive to full performance and high morale;
- Ability to give technical and professional review to a wide variety and large volume of architectural engineering plans, specifications, and related documents;
- Ability to enforce departmental policies;
- Ability to present clear and concise reports, orally and in writing;
- Ability to utilize advanced computer software packages for project management;
- Ability to implement capital improvement plans and major construction projects.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.