

### Class Concept

This is professional architectural work with responsibility for the design and/or plan review and project management of a wide range of the largest and most complex capital improvement renovation or new construction projects. The primary emphasis of this class is in the programming and design phase of a project although duties and responsibilities may also include construction management and contract administration. Employees are responsible for coordinating, scheduling, estimating and managing the complete design package including designing and reviewing designs, and contracting out or coordinating the review of the structural, environmental, mechanical, and electrical engineering portions of the design. Employees conduct needs assessments, project feasibility studies, programming, master planning, and prepare initial cost estimates and project justification statements. The schematic design, design development and construction drawings are reviewed for meeting programming, aesthetics, spatial relationships, functionality, building codes, materials use, constructability, maintainability, life safety codes, special codes or design standards, and accepted architectural standards. Employees act as the principal liaison for assigned projects, assemble all review comments, monitor compliance, and review design change orders. Employees may also inspect buildings for renovation, repair and code compliance needs, conduct research into new materials and design/construction techniques, review and evaluate potential sites, write and negotiate design contracts, assess equipment needs, prepare bid lists, analyze bids, develop design standards, and interview and select outside designers. Work may also include preparing contract documents, site planning, and the supervision and work direction of lower level positions.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of the principles, practices and theories of architecture and design.
- Thorough knowledge of materials, construction techniques, codes and standards, soils, project management, and of the laws and ordinances pertaining to the design, construction and renovation of buildings and other facilities.
- Ability to architecturally design and/or review the designs of outside consultants and to read and interpret all associated plans, codes and specifications.
- Ability to conceive design solutions, to estimate costs, schedule and coordinate projects, and to technically direct others and review and evaluate their work.
- Ability to communicate effectively both orally and in writing, and to establish and maintain effective working relationships.

#### Minimum Education and Experience

Bachelor's degree in architecture or an engineering discipline related to the area of assignment from an appropriately accredited institution and three years of experience as a registered architect; or an equivalent combination of training and directly related experience.

Necessary Special Qualifications - Valid license to practice architecture granted by the North Carolina Board of Architecture.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.