

Class Concept

This is supervisory, administrative and professional architectural work in the design, design review, project management, contract administration, construction monitoring and inspection of in-house and the smaller and less complex capital improvement projects. Employees normally supervise a small section within a technical organization and work on projects a significant portion of the time. Employees direct, supervise, plan, review and evaluate the work of subordinate architects and technicians; oversee and evaluate on-the job and outside training; and develop and make adjustments to objectives, assignments, schedules and priorities. Employees supervise and review technical and administrative decisions primarily in the programming and design phase of a project, although the duties and responsibilities can also include construction management and contract administration. Employees oversee and are responsible for coordinating, scheduling, estimating and managing the complete design package, designing or reviewing designs for building aesthetics, spatial relationships and functionality, and contracting out or coordinating the review of the structural, mechanical and electrical portions of the design or plan review to in-house or consulting engineers. Employees supervise and conduct needs assessments, project feasibility studies, initial cost estimating and project programming. The schematic design, design development and construction drawings are either designed by the employee or subordinate/outside plans are reviewed for meeting programming, building codes, materials use, constructability, maintainability, life safety codes, special codes or design standards, and accepted architectural practices. Employees direct, supervise or coordinate completion of all project review comments, inspection of buildings for renovation, repair and code compliance needs, conduct research into new materials and design or construction techniques, and provide liaison for all assigned projects. Work can include reviewing and approving change orders and site planning of projects. Employees usually supervise and are responsible for a mix of individual design and plan review projects.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of the principles, practices and theories of architecture and design.
- Considerable 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 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 manage projects, and to technically and administratively direct others and review evaluate their work. Ability to communicate effectively both orally and in writing, and to establish and maintain effective working relationships.
- Ability to train, direct, and supervise technical employees 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.