



Career Service Authority

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Senior Architect

GENERAL STATEMENT OF CLASS 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 Staff Architectural Associate 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 Senior Architect 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 Senior Architect 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.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program, or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy, and conformance to policy.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

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.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Architecture – 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.

Design – 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.

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

Project Management – Applies principles, methods, or tools for developing, scheduling, coordinating, monitoring, evaluating, and managing projects and resources including technical performance.

Public Planning – 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

External Awareness – Identifies and understands economic, political, and social trends that affect the organization.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

Strategic Thinking – Formulates effective strategies, determines objectives, and sets priorities and anticipates potential threats or opportunities.

Vision – Understands where the organization is headed and how to make a contribution, takes a long-term view, and recognizes opportunities to help the organization accomplish its objectives or move toward the vision.

Decision Making - Makes sound, well-informed, and objective decisions, perceives the impact and implications of decisions, commits to action even in uncertain situations to accomplish program goals, and causes change.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

Financial Management – Prepares, justifies, and/or administers the budget for project area, plans, administers, and monitors expenditures to ensure cost-effective support of project policies, and assesses financial conditions.

Influencing/Negotiating – Persuades others to accept recommendations, cooperate, or change their behavior, works with others toward an agreement, and negotiates to find mutually acceptable solutions.

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, and monitors progress and evaluates outcomes.

Risk Management – Knowledge of the principles, methods, and tools used for risk management and mitigation including assessment of failures and their consequences.

Interpersonal Relationship and Service Orientation – Demonstrated competency in working with a wide range of government departments with diverse business needs, interests, expectations, and requirements.

Oral Communication - Clearly communicates and explains organizational and program policies and work assignments to staff and communicates information about the program area's activities to peers, higher-level managers, administrative staff of other organizations, and internal and external customers.

Written Communication - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner appropriate for context, time, and place. Written materials are of a routine nature and affect the immediate program area(s).

Interpersonal Skills - Establishes and maintains constructive and cooperative interpersonal relationships with staff, peers, higher-level managers, staff from other organizations, internal and external customers, and local stakeholder groups to accomplish a program's mission. Adapts approach to different people and situations.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

Conflict Management – Manages and resolves conflicts, grievance, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

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

Performance Assessment – Knowledge of the principles, methods, and tools for conducting performance assessment to enhance and validate project performance and user acceptance.

Diversity – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

Integrity/Honesty – Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

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 supervisory theories and methods sufficient to be able to perform a variety of lead work functions.

Physical Demands:

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.
Dept 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.

Working Environment:

Pressure due to multiple calls and inquiries.
Subject to many interruptions.
Subject to varying and unpredictable situations.
Subject to long irregular hours.

Education Requirement:

Bachelor's Degree.

Experience Requirement:

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

Education/Experience Equivalency:

Additional appropriate education may be substituted for one year of the minimum experience requirement.

Licensure and/or Certification:

Registration as an Architect by the Colorado State Board of Registration is required at the time of application. Registration in another state will be accepted in lieu of this requirement, provided that the applicant has a Colorado registration by the completion of probation.

Possession of a valid driver's license at the time of application.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 03/21/2010

REVISED BY: Patricia Anderson

CLASS HISTORY 3/2010 - This class specification was revised and updated as part of the Engineer/Architect Study (2010).