



Office of Human Resources
Architect Associate - CE0369
THIS IS A PUBLIC DOCUMENT

General Statement of Duties

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.

Distinguishing Characteristics

This class performs intermediate level professional architectural work. This class is distinguished from the Architectural Staff 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 Architect is also distinguished from the Architect Senior 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.

Essential Duties

Acts as a project manager and administers and monitors the design, construction, maintenance, and/or alteration of less complex projects.

Confers with management in order to maintain established project plans and goals, scope of work, and project work plans including time frames, funding limitations, contract costs, risk factors, and allotment of available resources to various phases of a project.

Reviews projects for code and standards compliance, monitors the progress and quality of a project, and resolves problems by identifying strategies and approaches to overcome barriers.

Tracks schedules, work plans, and cost estimates/projections and monitors projects for conformance to approved plans and contract specifications.

Assists or participates in preparing pre-bid materials defining scope of work and related information necessary for request for qualifications (RFQ) and request for proposals (RFP) and responding to questions concerning the project and/or contract(s).

Monitors the budget for project planning, design, regulatory, and/or construction phases and ensures project deliverables stay on-time, on-target, and on-budget. .

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.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

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

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 of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Project Management - Manages all aspects of one or multiple projects through initiating, planning, executing, monitoring, and closing project, complying with established control systems and rules. Monitors processes, progress, and results. Determines objectives, sets priorities, delegates work, and provides others with a clear direction. Works with others towards an agreement that may involve exchanging specific resources or resolving differences.

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; advises others on technical issues.

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, and maintenance of buildings or other structures taking into consideration aesthetic and functional concerns.

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.

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

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

Level of Supervision Exercised

Matrix manages and/or coordinates the work of consultants/contractors and other employees who are assigned to specific projects.

Education Requirement

Bachelor's Degree in Architecture.

Experience Requirement

Two (2) years of professional architecture experience.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

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.

Subject to varying and unpredictable situations.

Subject to long irregular hours.

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.):

Accommodation: Ability to bring objects into focus.

Balancing: Maintaining equilibrium.

Carrying: Transporting or moving an object.

Color vision: Ability to distinguish and identify different colors.

Depth Perception: Ability to judge distances and space relationships.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Field of Vision: Ability to sharply detect or perceive objects peripherally.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

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: EX-13

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date: 10/29/2023

Revised By: AD

Class History: 3/3/2019 - Job Title revised; 3/12/2019 – Added an equivalency for education because the State of Colorado allows for an individual to get an Architect License with appropriate experience and no degree; 10/29/2023 - Revised pay grade as a result of CN1791