CLASS SPECIFICATION
Architect

FLSA Status: Exempt
Union Representation: City of Portland Professional Employees Association (COPPEA)

GENERAL PURPOSE

Under general direction, performs advanced architectural work in preparing and managing difficult, complex architectural projects involving the construction and renovation of buildings and facilities as a registered architect; researches and investigates design needs, designs or oversees plan and specification development and monitors contracts to manage projects through to completion; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Architects are responsible for the development of design and construction of buildings and facilities, ensuring they are well planned or improved in compliance with long range City plans and regulations. Architects work independently at a professional level and exercise considerable independent decision-making authority under general guidelines. Incumbents apply architectural principles to the design and construction of buildings and related structures, according to aesthetic and functional factors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. As project manager, consults with client to determine project requirements, gathers and prepares information regarding design, specifications, materials, equipment, estimated costs, and time to completion to achieve project completion.

2. Directs, schedules, coordinates and reviews the work of assigned project staff and private consultants.

3. Determines methodologies, information resources and techniques to be utilized in the conduct of architectural planning studies and research.

4. Conducts analysis, technical investigation and research on architectural planning related issues.

5. Plans layout of project, considering site conditions and possible environmental impact; oversees bidding process to establish the scope of design and other services, following City procedures and contract law.

6. Conducts site surveys to analyze characteristics of a site, using surveying tools and knowledge of

applicable principles and architectural codes or regulations.

7. Develops conceptual designs to optimize site utilization; prepares preliminary and final architectural design drawings, construction details and architectural renderings.

8. Prepares construction documentation including design specifications, bidding documents and constructions contracts.

9. Meets with citizen groups, technical committees and public agencies to explain and describe project plans, generate support and develop project participation by sharing project goals and purposes using charts, graphs and drawings.

10. Administers construction contracts and conducts periodic on-site observation of work in progress to ensure contract compliance; develops cost estimates and project schedules; prepares financial and legal contract documents and monitors project budgets to achieve successful project completion and/or grant compliance.

11. Prepares building condition assessments and seismic designs.

OTHER DUTIES

1. Acts as ADA accessibility coordinator.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Architecture, facilities planning and urban design principles, practices, current trends, regulations, standards and laws applicable to the area of specialization.

2. Building and facilities construction methods and commonly used materials.

3. Project management methods and practices for planning, budgeting, scheduling, monitoring performance and evaluating results.

4. Administrative practices and policies related to budget, personnel and cost control.

5. Safety, access and environmental regulations, laws and practices governing operational activities and related potential employee, citizen and environmental effects and their mitigation.

6. Information technology and computer capabilities applicable to functional responsibilities.

7. Basic principles and techniques related to community involvement.

Ability to:

1. Plan, assign, supervise and coordinate the work of project staff and outside consultants.

2. Apply federal, state and city laws, codes, standards and urban planning and design concepts and practices applicable to architectural design and building and facilities construction.

3. Prepare and interpret planning and construction documents, codes, regulations and complex urban design materials.

4. Perform site evaluation, assessing physical and environmental constraints, potential for development meeting community needs, and stakeholder interests and concerns.

5. Read and interpret architectural, engineering, typographic, geologic, hydrologic maps, plans and charts.

6. Communicate effectively orally and in writing, including communicating technical material to non-technical audiences and the public.

7. Interact effectively, engage in problem solving and team building, and partner with citizens, community groups and contractors.

8. Operate a personal computer using standard or customized software applications appropriate to assigned tasks including automated and manual drafting equipment.

9. Establish and maintain effective working relationships with managers, design and engineering consultants, contractors, community representatives and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in architecture; and at least four years of progressively responsible public facility planning and design experience; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

A valid certificate to practice as a registered Professional Architect.

A valid Oregon Professional Architect Certificate within six months after appointment.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 01-01-90 Class created as a result of consolidating the following COPPEA classes:

		3135 Parks Designer 3137 Project Architect 3211 Facility Planner
Revised:	04-03-95	Spec reviewed for supervisory language.
Revised:	07-01-01	Spec revised as part of the COPPEA Classification and Compensation study. Architect (6004) class created from the following COPPEA class(es): 3134 Architect
Revised:	08-01-06	Spec history revised to reflect pre-2001 COPPEA Study history. Spec formatting modified.
June 2009 - Change Job Class number from 6004 to 30000314, due to system change.		
Revised:	07-09-09	Deleted reference to abolished classification of Supervising Architect in Distinguishing Characteristics