

STAFF ARCHITECT

GENERAL RESPONSIBILITIES

Responsible for administering architectural/engineering contracts and construction contracts for school renovations (both large scale and partial), new school construction and some of the replacement/maintenance contracts that are procured through the department. Also serve on the Architectural Selection Committee, and facilitate the programming and planning phases of projects. Act as a liaison between the school personnel who use the facilities being renovated, built, etc. and the Architects, Engineers and Contractors who must interact with school personnel. Monitor the progress of construction projects and authorize appropriate monthly payments.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Conduct the daily administration of architectural and construction contracts pertaining to school design and construction projects.
- Evaluate and oversee decisions made regarding the design, construction, renovation, or potential use of existing school facilities.
- Coordinate services and prepares contract agreements.
- Oversee field inspections of school construction projects.
- Solicit professional architectural and engineering services; secure and evaluate proposals on school projects; make recommendations.
- Review drawings and specifications prior to the bidding process.
- Assist in the initial preparation and update of the Capital Improvement Plan.
- Prepare project scopes, preplanning studies, and preliminary budget estimates on future projects. Develop recommendations for the standards of quality of all materials and equipment to be used in school projects.
- Redesign administrative office space as requested by the superintendent or appropriate assistant superintendents.
- Develop recommendations for facility modifications based on new federal and state codes and statutes.
- Update informational documents (e.g. school plant inventory, cost data, and facility history data). Prepare School Board agenda items; make presentations regarding professional services or general construction projects.
- Maintain current and comprehensive knowledge of local planning policies, procedures, city ordinances, and state codes.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the theory, principles and practices of civil engineering as applied to the development and construction of construction projects; ability to plan, lay out and direct the work of subordinates; ability to plan projects and prepare related designs, estimates and specifications; ability to perform difficult architectural/engineering computations and to make comprehensive recommendations on problems; ability to establish and maintain effective working relationships with associates, contractors and the general public; skill in the use of civil engineering instruments and equipment; ability to communicate complex ideas effectively, both orally and in writing; ability to calculate complex cost estimates and prepare technical reports.

EDUCATION AND EXPERIENCE

Bachelor's Degree in Architecture. Licensed Architect in Commonwealth of Virginia. Five years experience in the architectural profession.
A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

FLSA status: Exempt	Description: Rev. 6/00
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