



The City Beautiful

City of Coral Gables Job Description

Job Title: Architect
Department: Public Works
Classification: 1021
Pay Grade: 24E
FLSA: Exempt

Prepared Date: 12/06
Approved By:
Approved By:

Summary

Performs professional and technical work related to the review and preparation of architectural plans, designs and specifications for City buildings and structures. Responsible for applying professional architectural skills and knowledge to moderately difficult engineering projects in connection with design, construction, inspection or maintenance of Public Works. Oversees the bidding and award process for major construction projects and development. Ensures the preparation of technical reports, prepares the budget for the special project section and makes recommendations for the design of structures. Supervises private consultants relating to the design and construction of City projects. Works under the general direction of the Public Works Director.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Manages and oversees all phases of architectural/construction and interior projects to include inception, planning, design, specification, construction, and completion phases.

Ensures compliance with plans and specifications, quality of materials, scheduling, completion time, payment disbursements, etc.

Oversees the architectural and related engineering work being performed for the City by consultants and contractors. Ensures compliance with specifications, building codes, programmatic requirements, and all City requirements.

Conducts space planning and utilization analyses. Performs interior design work.

Assists in conducting studies to determine existing and future facility needs for City departments.

Prepares architectural designs, plans and drawings as required for new construction, remodeling or repair work of City facilities.

Assists the Purchasing Department with the procurement of specialized architectural/engineering construction products by providing technical expertise.

Ensures that all work meets the current regulations of the South Florida Building Code, City codes and other pertinent codes and regulations such as the Americans With Disabilities Act.

Operates Computer Aided Design (CADD) resources.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of City policies, work procedures, rules and regulations. Extensive knowledge of architectural practices, procedures, techniques, tools, and materials. Knowledge of engineering and construction practices and principles as well as knowledge of historic preservation and restoration criteria and methods. Ability to supervise work performed by consultants and contractors, and manage architectural/construction and interior projects. Ability to prepare reports, resolve administrative and technical problems, read plans and blueprints, develop and implement policies and procedures, and prepare technical specifications and construction cost estimates. Ability to establish and maintain effective working relationships with subordinates and other employees, as well as vendors, contractors, consultants and the public. Skilled in the use of architectural tools, materials, and computer technology, including the use of CADD and related software.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copiers and fax machines. Occasionally required to drive a City vehicle when in the field.

Work is performed both indoors and outdoors and involves inspection of various land use developments, construction sites. Must be able to lift, carry and or push articles weighing up to 20 lbs. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Exposure to extreme temperatures, electrical hazards, noise, heights and dust are common. Must have the physical ability to enter into and inspect hazardous locations, climb stairs, reach above and below shoulders, walk and bend.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

Bachelor's degree in Architecture or a related field.

Six (6) years of professional experience in architectural design and administration of construction projects.

State of Florida Architectural Registration.

Valid Florida Driver's License