

# Architect

**DESCRIPTION OF WORK:** Positions in this class typically plan, design, manage, and review construction, development, or manipulation of the physical environment for practical, esthetic, religious, or creative objectives, such as university facilities, office buildings, theaters, industrial facilities, landscaping, and/or other physical property. They assess programmatic needs, available funding, site constraints, and regulatory requirements and develop a design that addresses project requirements. They may analyze and/or review consultant firms' construction and renovation plans to ensure all plans are functional, safe, economical, and sufficient to meet the needs of the community. These positions are typically involved in all phases of project development, from the initial programming and scope definition with the user groups and other stakeholders through the entire construction process including close-out. These positions may be involved in obtaining construction bids, selecting contractors, and negotiating construction contracts. After discussing and agreeing on the initial proposal, some may develop final construction documents (drawings and specifications.) Typically included in these documents are: drawings of the structural system; air-conditioning, heating, and ventilating systems; electrical systems; communications systems; plumbing, utility, site; landscaping, and/or related physical structures. The documents specify the building materials and, in some cases, the interior furnishings. In developing designs, these positions follow building codes, zoning laws, fire regulations, and other ordinances. As construction proceeds, they visit building construction sites to make sure that contractors follow the design, adhere to the schedule, use the specified materials, and meet work quality standards. Positions within this profession have similar job duties, but differ primarily in relation to the size, scope, and complexity of the projects they are assigned. Positions at the highest levels tend to work on "large scale" projects and/or oversee programs that have a significant budgetary, economic, organizational, and community impact.

## **EXAMPLES OF COMPETENCIES: CONTRIBUTING**

**Knowledge-Professional/Technical:** Knowledge and applied understanding of a broad range of architectural concepts-including design and construction, related engineering fields, administration and customer - service, public safety and security, and applicable building codes and regulatory considerations.

**Project Design, Development, Planning, and Analysis:** Ability to analyze agency/university programmatic needs associated with a given project and ability to follow them to completion. Ability to be responsible for coordinating the work of contractors and internal staff to complete projects of a limited size and complexity or in a specified range of architecture.

**Administration and Management:** Ability to provide professional services typically involved in all phases of development, from the initial discussion with the client through the entire construction process for projects of a limited size and scope. Ability to provide guidance to agency/university representatives, planners, budgeting, construction, landscaping, and/or grounds staff on the development of new projects.

**Communication:** Able to effectively provide information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person. Able to actively listen to client needs and concerns.

## **JOURNEY**

**Knowledge-Professional/Technical:** Knowledge and applied understanding of a broad range of concepts, such as building and construction, design, engineering and technology, administration and management, mathematics, computers and electronics, customer and personal service, public safety and security, and applicable safety/legal considerations. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, budgeting and coordination of people and resources.

**Project Design, Development, Planning, and Analysis:** Ability to review and provide guidance and direction to designers and contractors for med-large scale/complex projects; ability to provide guidance to university or agency officials in the long-term development of buildings, facilities, roads, parking structures, or other planning regarding the physical

**Administration and Management:** Ability to provide professional services typically involved in all phases of development, from the initial discussion with the client through the entire construction process. Ability to handle project initiations, designer selections, and project planning. Ability to complete reviews of projects through all phases – programming and site analysis; schematic design; design development; and construction documentations. May require ability to coordinate bidding activities with out-side contractors, bid negotiations, and award contracts.

**Communication:** Able to effectively provide information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person. Able to actively listen to client needs and concerns. Positions may be required to be actively involved in advisory and planning boards for the development and long-term planning of large scale,

environment. Ability to serve as agency/university main point of contact for the long-term planning and development of projects. Ability to act as lead for multiple med-large scale/complex projects, acting in an administrative/ advisory/review capacity.

physical structures, including but not limited to facilities, roads, parking lots/decks, etc.

### **ADVANCED**

**Knowledge-Professional/Technical:** Knowledge and applied understanding of a broad range of concepts, such as building and construction, design, engineering and technology, administration and management, mathematics, computers and electronics, customer and personal service, public safety and security, and applicable safety/legal considerations. Extensive knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, community perceptions, standards, fiscal policies, and the overall objectives of the agency or university.

**Project Design, Development, Planning, and Analysis:** Ability to provide building or renovation design solutions, and can provide guidance and direction to consulting design professionals and contractors for med-large scale projects; ability to provide guidance to agency/university officials in the long-term development of structures to meet specialized needs. Ability to serve as agency/university main points of contact for the long-term planning and development of university or agency projects.

**Administration and Management:** Ability to actively manage and coordinate multiple, varied, and/or large scale new construction, renovation, repair, and rehabilitation projects. May require ability to oversee or supervise lower level architects, architectural technicians, specialists, or related technical staff. Ability to handle significant fiscal responsibilities associated with projects/programs.

**Communication:** Positions are expected to effectively communicate with a broad range of agency/university officials and delegating bodies. Positions will be expected to advise and provide oversight for large-scale projects and be able to effectively communicate the long-term structural objectives to the university, agency, or governing bodies. Ability to present to advisory committees or other large groups. Positions will often be required and afforded the authority to revise internal policy and procedural. May make recommendations to the state level.

### **MINIMUM TRAINING AND EXPERIENCE:**

Bachelor's degree in a discipline related to the area of assignment and one year of related experience; or equivalent combination of training and experience. Licensed to practice architecture or landscape architecture by the North Carolina Board of Architecture or the North Carolina Board of Landscape Architects. All degrees must be received from appropriately accredited institutions.

**Special Note:** This is a generalized representation of positions in this class and is not intended to reflect essential functions per ADA. Examples of competencies are typical of the majority of positions, but may not be applicable to all positions.