

I. 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. Positions in this banded class 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. They may be involved in obtaining construction bids, selecting contractors, and negotiating construction contracts. After discussing and agreeing on the initial proposal, some positions 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.

II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

| Contributing | Journey | Advanced |
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| <p>Positions at this level are normally involved in the architectural design of a limited or specialized range of architectural services. Work is normally defined within a limited range of physical structures, materials, building materials, and coordination of services with a lesser range of professional, trades, and contractor considerations. Positions at this level work on projects of limited size and complexity and/or are a member of a larger team working on a particular project/program. This level is generally differentiated from the Journey by its lesser complexity of projects, scope, variety, budgetary impact, and work is often conducted under the direction of higher level professionals, managers, and/or Directorial staff that are afforded the decision making authority.</p> | <p>Positions at this level are normally handling the coordination and planning of mid-large scale renovation and construction projects. Positions may act as agency/university leads, project managers, or supervisors of lower level professional or technical staff. They directly work with agency and university professionals, committees, advisory boards, and community officials to plan architectural projects. This level of position is primarily differentiated from the Advanced by its lesser degree of involvement the long-term organizational planning of campus/agency objectives, lesser or no involvement in the development of original designs, and lesser involvement in the supervision of staff.</p> | <p>Positions at this level may be expected to provide building or renovation design solutions, coordinate or consult on large-scale construction projects. They may supervise/oversee lower level engineering, architectural, trades, and administrative staff. They will be directly involved in the long-term organizational or master planning and design and construction of facilities that have significant financial, economic, community, commercial, or environmental impact. Positions at this level will typically be the University or agency initial contact for legal matters associated with construction and/or act as agency/university professional representatives.</p> |

III. COMPETENCIES

| Competency | Definition |
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| Knowledge - Professional/Technical | Knowledge and understanding of building design and construction from site analysis and programming through close out. Knowledge and understanding of structural, mechanical, electrical, communication, utility, plumbing, and/or architectural specialty systems/components. Experience with administration and management of projects, customer service and guidance, building specifications, permitting/safety, and land usage rules and regulations. Knowledge and understanding of the relationship between all organizational concepts. |
| Project Design, Development, Planning, and Analysis | Ability to analyze programmatic requirements and site and budget restraints to produce designs that address project criteria effectively. Ability to assess consulting design professionals' proposed design solutions. Ability to develop project directives, outlines, projections, budgetary estimates, time lines, resource studies, and strategies to meet pertinent building/construction rules, regulations, and permitting. |
| Administration and Management | Knowledge and ability to apply business and management principles involved in strategic planning/problem solving, resource allocation, human resources modeling, leadership technique, production methods, budgetary analysis, and coordination of people and resources. |
| Communication | Ability to understand and analyze projects and communication in either written, verbal, or graphic representations for user groups, contractors, administrators, consultants, engineers, and to a variety of non-professional contacts. Ability to present projects to advisory committees or other large groups. |

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

IV. COMPETENCY STATEMENTS BY LEVEL

Knowledge - Professional/Technical

Knowledge and understanding of building design and construction from site analysis and programming through close out. Knowledge and understanding of structural, mechanical, electrical, communication, utility, plumbing, and/or architectural specialty systems/components. Experience with administration and management of projects, customer service and guidance, building specifications, permitting/safety, and land usage rules and regulations. Knowledge and understanding of the relationship between all organizational concepts.

| Contributing | Journey | Advanced |
|--|---|--|
| <p>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.</p> | <p>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.</p> <p>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.</p> | <p>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.</p> <p>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.</p> |

Project Design, Development, Planning, and Analysis

Ability to analyze programmatic requirements and site and budget restraints to produce designs that address project criteria effectively. Ability to assess consulting design professionals' proposed design solutions. Ability to develop project directives, outlines, projections, budgetary estimates, time lines, resource studies, and strategies to meet pertinent building/construction rules, regulations, and permitting.

| Contributing | Journey | Advanced |
|--|--|--|
| <p>Ability to analyze agency/university programmatic needs associated with a given project and ability to follow them to completion.</p> <p>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.</p> | <p>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 environment.</p> <p>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.</p> <p>Ability to provide guidance, approval, and coordination assistance for alterations conducted by facilities, such as office design changes, space planning, HVAC/Electrical system changes, and/or related alterations to the original blueprints of university or agency structures. Ability to review multi-project designs schematics to anticipate structural issues that may affect contracting estimates, project budgets, time-lines, and related construction implications.</p> | <p>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.</p> <p>Ability to serve as agency/university main points of contact for the long-term planning and development of university or agency projects.</p> <p>May require ability to supervise or provide oversight including responsibility for reviewing the finish work of his/her subordinates, such as lower level architects, engineers, technical staff, trades staff, and contracted employees.</p> <p>Ability to assess the programmatic needs of the user groups and make recommendations for new large-scale projects.</p> <p>May require ability to generate project design and documentation or may act as the final - approval contact for projects designed by consultant design professionals.</p> <p>Ability to provide signature authority for contractual services and/or ability to halt construction if the project is not being completed in accordance with previous determined budgets, plans, specifications, or if extraneous issues are identified that are deemed significant.</p> |

Administration and Management

Knowledge and ability to apply business and management principles involved in strategic planning/problem solving, resource allocation, human resources modeling, leadership technique, production methods, budgetary analysis, and coordination of people and resources.

| Contributing | Journey | Advanced |
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| <p>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.</p> <p>Ability to provide guidance to agency/university representatives, planners, budgeting, construction, landscaping, and/or grounds staff on the development of new projects.</p> | <p>Ability to provide professional services typically involved in all phases of development, from the initial discussion with the client through the entire construction process.</p> <p>Ability to handle project initiations, designer selections, and project planning.</p> <p>Ability to complete reviews of projects through all phases – programming and site analysis; schematic design; design development; and construction documentations.</p> <p>May require ability to coordinate bidding activities with out-side contractors, bid negotiations, and award contracts.</p> | <p>Ability to actively manage and coordinate multiple, varied, and/or large scale new construction, renovation, repair, and rehabilitation projects.</p> <p>May require ability to oversee or supervise lower level architects, architectural technicians, specialists, or related technical staff.</p> <p>Ability to handle significant fiscal responsibilities associated with projects/programs.</p> |

Communication

Ability to understand and analyze projects and communication in either written, verbal, or graphic representations for user groups, contractors, administrators, consultants, engineers, and to a variety of non-professional contacts. Ability to present projects to advisory committees or other large groups.

| Contributing | Journey | Advanced |
|---|--|--|
| <p>Ability to provide information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.</p> <p>Ability to actively listen to client needs and concerns.</p> | <p>Ability to provide information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.</p> <p>Ability to actively listen to client needs and concerns.</p> <p>May require ability to be actively involved in advisory and planning boards for the development and long-term planning of large scale, physical structures, including but not limited to facilities, roads, parking lots/decks.</p> | <p>Ability to communicate with a broad range of agency/university officials and delegating bodies. Ability to advise and provide oversight for large-scale projects; ability to communicate long-term structural objectives to the university, agency, or governing bodies. Ability to present to advisory committees or other large groups</p> <p>Ability to revise internal policy and procedural. May require ability to make recommendations to the state level.</p> |

V. MINIMUM TRAINING & 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.

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