

CITY OF OMAHA CLASS SPECIFICATION

No. 2060

CITY ARCHITECT

NATURE OF WORK

This is professional architectural work involved in the coordination and execution of building projects as identified and scheduled in the Public Facilities section of the City's Capital Improvement Program. The work involves the supervision of a design section responsible for carrying out work in the areas of new construction, major building renovation, and building maintenance projects. It involves supervising and participating in the preparation of master plans, facility plans, schematic designs, final designs, and feasibility studies, as well as the preparation of contract drawings and specifications, construction budgets, estimates and project schedules. It also involves participating in the processes of awarding bids, negotiating contracts, ordering materials and equipment, overseeing construction, and meeting with contractors to enforce compliance with contract terms and ensuring that projects adhere to time and budget schedules. Work of the position also includes discussing the needs of client departments to determine project guidelines, speaking before groups to explain project goals, and preparing project status reports. An incumbent in this position exercises considerable independence in the performance of duties, supervises a number of drafting technicians, and receives general guidance from a superior.

ESSENTIAL FUNCTIONS (Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)

Meets with representatives of City departments to discuss their structural and spatial needs and determine project guidelines, at times being responsible for multiple projects simultaneously.

Plans, gathers, interprets, and prepares data for studies, reports, and recommendations, conducts analyses and selects sites for new construction.

Supervises the preparation of cost estimates and completion time lines for new building and renovation projects.

Supervises the drafting of bidding documents, contracts, and design plans and specifications for proposed projects, and signs off on all documentation as a registered architect.

Participates in selecting consultants, negotiating architectural and engineering professional service agreements, and is responsible for coordinating architectural, structural, mechanical, civil, and landscape design issues with parties involved.

Prepares necessary permits and presentation materials, reduces field notes, and responds to inquiries from contractors, developers, property owners, staff, and members of the general public.

Makes presentations to contractors to explain project specifics and participates in the bid selection process.

Orders needed materials and equipment for in-house projects.

Meets with contractors to discuss change orders, update plans, and to ensure adherence to technical standards and budgetary and time guidelines.

Makes presentations to department managers, members of boards, building officials, and with interested individuals and groups to explain projects and to respond to issues they may have.

Prepares project status reports and annual budget requests.

Interviews, hires, trains, plans and assigns work to, supervises, and reviews the work of a number of subordinate drafting technicians.

Keeps abreast of changes in the architectural field, in materials and equipment used, and in building methods and techniques.

Performs other duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the principles, methods, and materials and equipment used in the building of new structures and the renovation of existing ones.

Knowledge of the principles of the field of architecture, including architectural drafting.

Knowledge of the practice of office management and the methods of hiring, training, planning, scheduling, supervising, and reviewing the work of a number of subordinate technicians.

Knowledge of building codes and the contents of bid documents, building contracts, plan drawings, lists of specifications, and other related documentation.

Skill in making analyses and resolving complex issues.

Skill in drawing new building and structural renovation plans and specification sheets.

Skill in speaking before large groups to explain the specifics of proposed projects.

Skill in supervising subordinates and operating an efficient work place.

Ability to determine the structural and spatial needs of the City departments, perform analyses, and select sites for new construction.

Ability to prepare cost estimates, bid documents, design plans, specification sheets, and contracts for proposed building and remodeling projects.

Ability to communicate effectively orally and in writing to make presentations to interested individuals and groups.

Ability to prepare status reports and budget requests.

Ability to interview, train, plan, assign work to, supervise, and review the work of a number of subordinates.

Ability to conduct research into current architectural, building, and renovation methods, materials, and equipment.

Ability to establish and maintain effective working relationships with department managers, private contractors, other building officials, and the public.

Ability to sit, stand, walk, and use hands to manipulate objects, tools, and controls from 50 to 75% of the time, and to reach, climb, balance, stoop, kneel, crouch, and crawl from 25 to 50% of the time.

Ability to use up to ten (10) pounds of force to move objects occasionally and lesser amounts of force to move objects frequently to constantly.

EDUCATION AND EXPERIENCE (The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)

Bachelor's degree in Architecture, Civil Engineering, or a related field

AND

Must be a registered architect in the State of Nebraska with a valid architect stamp of approval

AND

Two years of experience as a registered architect to include compiling bid and contract documents, creating detailed drawings and specification sheets, and performing other architectural duties

OR

Any equivalent combination of training and experience.

SPECIAL QUALIFICATIONS

Must be able to transport oneself or coordinate transportation to work sites throughout the City during the course of the work day.

WORKING CONDITIONS

Work is performed primarily in an office setting amid normal levels of noise, dust, fumes, and odors. However, at times an incumbent may be required to visit work sites and be outdoors in all weather conditions. Also, there may be occasions wherein an incumbent is required to work at night or on weekends.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

AutoCAD Equipment
Blueprint and Mechanical Drawing Equipment
Engineering Calculator
Plotter
Computer
Printer
Copier
Telephone
Facsimile Machine

Approved: 10/98