

SENIOR REGISTERED ARCHITECT**NATURE OF WORK**

This is professional and administrative architectural work in a wide variety of building projects.

An employee in a position allocated to this class is responsible for planning, designing and coordinating a large number of projects from inception to completion. Work involves extensive coordination of project activities with building users and consultants. Work requires independent judgment and decision making which directly affects all aspects of construction projects and related funding.

EXAMPLES OF WORK

Administers the architectural project development activities of the Capital Improvements Division.

Acts as contract administrator; approves final bid packages.

Assists in the establishment of design standards and procedures used in the development of contract documents for County building projects.

Directs professional and clerical staff involved in the preparation of construction documents for new buildings, renovations or building additions.

Prepares reports and recommendations for the consideration of administrative superiors, boards and committees.

Provides professional guidance/direction to personnel in other County departments and outside consultants regarding project development and construction issues.

Monitors the project permitting process including federal, State and local regulatory requirements.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of the principles and practices of architecture.

Extensive knowledge of the principles of project management.

Knowledge of computer software applications including word processing, spreadsheet and project management/scheduling.

Ability to direct the work of professional architects and technicians.

Ability to utilize advanced computer software packages for project management.

Ability to read, interpret and evaluate structural, electrical, plumbing and mechanical details of building construction plans to ensure compliance with code requirements and to recognize deviations from such plans.

Ability to interpret, research and apply regulatory material such as building code requirements.

SENIOR REGISTERED ARCHITECT - CONT'D**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES - CONT'D**

Ability to establish and maintain effective working relationships with other County departments, consultants, private firms, governmental officials, regulatory agencies and the general public.

Ability to communicate effectively both orally and in writing.

Ability to handle multiple concurrent tasks and responsibilities.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from an accredited college or university with major course work in Architecture; five (5) years of primarily non-residential architectural experience including one (1) year of project management experience; or any equivalent combination of related training and experience.

NECESSARY SPECIAL REQUIREMENT

Registration as a Professional Architect in the State of Florida.

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