



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 786.4

Job Title: **ARCHITECT**

Pay Grade: 25

GENERAL SUMMARY:

Coordinates and monitors the preparation of documents for design and construction of projects for user and in-house groups. Administers special "improvement" programs and manages the efforts of a variety of engineering disciplines.

RESPONSIBILITIES:

- Provides contract management for construction projects.
- Conducts technical reviews and monitors consultants' performance.
- Prepares administrative activities for design and construction projects for contracts, Council actions, bidding and invoice payments.
- Attends meetings with consultants and user groups.
- Documents specifications and cost estimates.
- Communicates with client departments through correspondence and meetings.
- Identifies tasks to be automated and arranges installation of required equipment and software.
- Coordinates the remodeling of facilities.
- Creates interior design solutions for "in house" projects.

SPECIFICATIONS:

KNOWLEDGE:

Requires an architectural degree, which is accredited by the Texas Board of Architectural Examiners. Must be registered as an Architect with the State of Texas Board of Architectural Examiners.

EXPERIENCE:

Four years of professional experience in architecture are required.

COMPLEXITY:

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work could lead to moderate expenses and inconveniences. Work is typically performed under limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation in setting work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be listed in the above job description.

JOB FAMILY:

Graduate Architect
Architect
Senior Architect
Chief Architect

Effective: October 1990

Revised: October 1992