



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 786.0

Job Title: **GRADUATE ARCHITECT**

Pay Grade: 22

GENERAL SUMMARY:

Provides architectural assistance in preparing design and construction documents and specifications and administering contracts to ensure code compliance, cost effectiveness and construction efficiency.

RESPONSIBILITIES:

- Writes, reviews and/or coordinates the development of blueprints, design drawings and contracts, construction plans, project schedules and detailed specifications with architects, engineers and technicians ensuring cost effectiveness and compliance with code requirements.
- Coordinates construction documents for bid with consultants. Reviews and tabulates contractor bids.
- Attends meetings and/or represents the department during the design and construction phase of the contract. Assists with the facilities design process and schedules maintenance.
- Reviews, analyzes and prepares evaluations of project requirements. Advanced graduate architects coordinate project development and signature approvals.
- Performs certain aspects of construction management activities, e.g., acting as Construction Project Manager by inspecting construction projects and assisting contractors and field inspectors with interpretation of plans and specifications.
- Performs various contract administration activities, including review of invoices and letters of authorization.
- May assist in on-the-job training and development of new hires.

SPECIFICATIONS:

KNOWLEDGE:

Requires an architectural degree that is accredited by the Texas Board of Architectural Examiners.

EXPERIENCE:

No experience is required.

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees. Advanced graduate architects may perform general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with lower-level service representative and vendors. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

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

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

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

JOB FAMILY:

Graduate Architect
Architect
Senior Architect
Chief Architect

Effective: August 2004