

City of Dallas
Classification Specification

Title:	Architect	Class Code:	00008
Application:	Career Series	Pay Grade:	K
Supplemental/Code:	Professional/1	Established:	10/01/94
FLSA Status:	Exempt	Revised:	01/01/09

Position Purpose:

Serves in a staff position for the design and construction of City projects including all aspects of planning, design, bid preparation, cost estimation, and monitoring of construction compliance.

Essential Functions:

1. Develops feasibility analyses, cost estimations, budgets, program requirements, site selection criteria and time schedules to facilitate the planning of new facilities and the renovation of existing ones.
2. Assists in the selection of consultants; monitors consultant's work at various stages of design and contractor's work during construction phases to evaluate quality and compliance with specifications and codes.
3. Reviews requests for payments for consultants and contractors prior to approval by management to ensure standards are achieved before payments are initiated; monitors warranty period to ensure performance as contracted.
4. Develops plans and specifications including contract specifications, bidding, general contract, and installation requirements, participating in pre-bid conferences with contractors, and reviewing bids submitted by contractors to ensure cost-effectiveness and quality standards are considered.
5. Prepares and reviews written reports, such as the monitoring of consultant and contractor compliance and progress, to provide documentation of quality control.
6. Communicates internally with city departments and externally with contractors and consultants to coordinate and schedule activities.
7. Recommends solutions to construction problems and conflicts encountered by contractors such as constraints on budget, time schedules, building sites, and compliance with codes and ordinances; recommends approval of construction change orders.
8. Regular, reliable and punctual attendance is an essential function of the job.

Essential Functions Depending on Assignment:

9. Designs projects using CAD.
10. Performs related duties as assigned.

Knowledge, Skills and Abilities Required to Perform Work:

Registered architect in the State of Texas.

Thorough knowledge of various federal, state, and city regulations which affect design and construction.

Knowledge of the City's bid and contract procedures.

Ability to perform project management and contract administration.

Ability to use CAD.

Ability to read and understand engineering and mechanical drawings.

Ability to establish and maintain an effective rapport with all levels of management, city officials, vendors, other government agencies, other employees, general public and consultants and contractors effectively about structural, mechanical, and electrical concerns.

Ability to communicate effectively both orally and in writing.

Ability to direct the work of others.

Working Conditions and Hazards:

Normal office working conditions.

Occasional exposure to outside conditions while at job sites.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.