

**City of Dallas**  
**Classification Specification**

|                           |                         |                     |                 |
|---------------------------|-------------------------|---------------------|-----------------|
| <b>Title:</b>             | <b>Senior Architect</b> | <b>Class Code:</b>  | <b>00009</b>    |
| <b>Application:</b>       | <b>Career Series</b>    | <b>Pay Grade:</b>   | <b>M</b>        |
| <b>Supplemental/Code:</b> | <b>Professional/2</b>   | <b>Established:</b> | <b>10/01/94</b> |
| <b>FLSA Status:</b>       | <b>Exempt</b>           | <b>Revised:</b>     | <b>01/01/09</b> |

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**Position Purpose:**

Serves as a project manager 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 estimates, construction budgets, program requirements, site selection criteria and time schedules to facilitate the planning of new facilities and the renovation of existing ones.
2. Makes recommendations regarding the selection of consultants; supervises 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. Oversees the contracting process by developing 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. Submits 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. Resolves construction problems and conflicts encountered by contractors such as constraints on budget, time schedules, building sites, and compliance with codes and ordinances; negotiates and prepares change orders.

**Essential Functions Depending on Assignment:**

8. Designs or oversees the design of projects; uses CAD when designing projects.
9. Supervises including assigning work, scheduling, hiring, training, evaluating performance and other personnel actions to ensure productivity and quality standards are maintained.
10. Performs related duties as assigned.
11. Regular, reliable and punctual attendance is an essential function of the job.

**Class Code: 00009**

**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 communicate with consultants and contractors effectively about structural, mechanical, and electrical concerns.

Ability to direct the work of others.

Effective verbal and written communication skills to deal with a wide range of professional and non-professional people.

**Working Conditions and Hazards:**

Work performed under normal office conditions.

Occasional exposure to outside conditions while at job sites.

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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.