

SENIOR REGISTERED ARCHITECT

Job Code	Pay Grade
13058	SM5a

Nature of Work

This is managerial level professional architectural work. An incumbent in this classification is responsible for planning, coordinating, and reviewing the work of subordinate professional and technical employees or consultants engaged in programming, planning, construction, operation, maintenance, and administration of public works architectural projects. Emphasis of the work is on the coordination and control of efforts relating to technical architecture, cost, feasibility, construction, operation and maintenance of public works building projects. Work is complex and involves a variety of public contact in coordinating delegated county activities with both public and private organizations. Assignments are usually broad in scope with considerable opportunity for exercising independent professional judgment and for making technical decisions of considerable difficulty. The incumbent reports to a senior management official or designee.

Minimum Qualification Requirements

- Must be registered as a professional architect. If registered in another state, must obtain State of Florida registration within six (6) months of appointment and maintain registration thereafter; and
- 8 years of experience in design, review or construction of public works projects that includes supervisor experience or training; or
- Associate's degree or 2 years technical training in architecture or a related field and 6 years of experience as described above; or
- Bachelor's degree or 4 years technical training in architecture and 4 years of experience as described above; or
- An equivalent combination of education, training, and/or experience as described above.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Develops policies and procedures; develops and recommends standards of practice.
- Supervises and directs the activities of an architectural section.
- Participates in directing the planning, construction, and resident inspection of building projects.
- Prepares agreements for architectural consultants and responsible for architectural feasibility reports.
- Develops architectural standards and procedures for county facilities such as: ADA (Accessibility Code Requirements) guidelines, buildings interior and exterior signage, and space planning standards.
- Reviews and approves of all monthly pay applications, change orders and final acceptance of the project and prepares the necessary documentation to process such items for payment or approval.
- Prepares reports and recommendations for the consideration of administrative superiors, boards and committees.
- Serves as professional consultant in matters pertaining to the area of work assignment.
- Establishes design standards and procedures in the production of construction documents for renovated or restored county facilities.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the principles and practices of architecture.
- Knowledge of modern architectural and engineering practices and procedures as they apply to public works.
- Knowledge of modern developments, current literature and sources of information in the area of public works architecture and building engineering.

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Knowledge, Skills, and Abilities (continued)

- Knowledge of modern office methods, practices and procedures.
- Ability to apply computer applications and software.
- Ability to plan and direct the work of professional architects, engineers, contractors, technicians and clerical personnel in the manner conducive to full performance and high morale.
- Ability to give technical and professional review to a wide variety and large volume of architectural engineering plans, specifications and related documents.
- Ability to enforce departmental policies.
- Ability to present clear and concise reports, orally and in writing.
- Ability to utilize advanced computer software packages for project management.

For official use only

Revised	EEOC Code	Overtime Code
8/17	Professionals	Exempt