

GENERAL DESCRIPTION OF CLASS

The ARCHITECTURAL CONSULTANT provides professional planning, design, construction management, and budgeting services for capital construction projects including new structures, additions, alterations, and repair of State facilities.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

- 1. Facilities Planning.** Typical tasks: meets with various agency administrative personnel to determine construction needs of the agency; develops plans for new facilities, additions, or alterations by analyzing existing spaces, available funding, and future facilities requirements; submits to agency managers preliminary proposals for approval; may make recommendations on property acquisitions, selection of contractors and outside consultants, or major purchases of equipment and materials.
- 2. Architectural Plans and Specifications.** Typical tasks: prepares, revises, and reviews all construction drawings and specifications for approved projects including floor plans, site plans, elevations, section details, electrical, and mechanical plans; determines and specifies materials to be used; prepares contract documents used as a basis for requesting bids on projects including estimates of labor and materials to be furnished by contractor; checks all plans and specifications to ensure they meet building codes, local regulations, and energy conservation laws as well as aesthetic requirements (e.g., ensures compliance to the State Building Preservation Act); may assign portions of the project to be drafted by others; may use Computer Aided Design (CAD) system to prepare plans.
- 3. Construction Management.** Typical tasks: contacts local authorities to secure construction permits; observes ongoing construction projects to ensure contractors' adherence to plans and specifications; responds to problems which arise during construction by providing contractors with additional details or drawings which are needed; provides drawings when changes occur during the course of construction and adjusts contracts accordingly; reviews requests and payments to contractors at project completion points as specified in the contract.
- 4. Capital Construction Budget.** Typical tasks: monitors project budgets at each phase of construction; reviews costs and schedules; supplies information to agency management regarding capital construction planning and budget requests to the Legislature.
- 5. Research.** Typical tasks: reviews professional journals, trade publications, and manufacturers' literature to stay current on materials and practices of the construction industry; reviews government publications to keep abreast with changes and updates in building codes and regulations.

RELATIONSHIPS WITH OTHERS

Employees in this class are in frequent contact with various levels of staff in the agency for consultation

regarding ongoing or future construction projects and to discuss problems, exchange information, and respond to requests for documentation. Employees have frequent contact during construction with building contractors to clarify construction requirements and interpret plans and specifications. Employees in this class have periodic contact with local building and fire officials to schedule inspections, discuss problems, or ask for interpretations of various codes and regulations.

SUPERVISION RECEIVED

Employees in this class receive general supervision from an administrative or academic supervisor who reviews the work on a project basis for overall satisfaction of agency objectives. Employees work with considerable autonomy during the design, planning, and construction of projects, with work assignments generated out of the particular needs of the project. Guidelines used by employees in this class include Federal and State architectural laws, energy conservation laws, State and local building and building preservation regulations, zoning, sanitary and safety codes and regulations, State bidding and construction contract regulations, and agency rules and policies. These guidelines establish the basis for the safe, legal, and sound execution of architectural practice and project construction.

GENERAL INFORMATION

Some positions require the willingness to work extended hours. Overnight travel may also be required.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

Extensive knowledge of architectural principles and practices including spatial relationships, aesthetics, structural engineering, mechanical, and electrical systems.

Extensive knowledge of building construction methods and materials, including techniques of construction management.

General knowledge of State and local building, energy, zoning, sanitary, safety, and preservation codes and regulations.

Skill in inspecting construction in progress and upon completion for quality workmanship and contract compliance.

Skill in preparing complete working drawings and specifications for construction projects.

Skill in preparing contract documents for competitive bidding on projects.

Skill in preparing cost analyses for projects.

Skill in estimating the finished project schedules.

Skill in conveying safety awareness.

Ability to understand the specific functional needs of clients and incorporate them into building space plans.

Ability to review building plans for completeness and satisfaction of functional and legal requirements.

Ability to communicate clearly and effectively with the wide variety of parties involved in construction projects.

Ability to work independently.

SPECIAL QUALIFICATIONS

Registered Architect with Oregon's Board of Architect Examiners.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.