

Job Description

Job Title: **Coordinating Architect**
 Job Family: **Non-Certified Administrative**
 Pay Program: **Administrative**
 Prepared/Revised Date: **July 2013**

Job Code: **5040**
 FLSA Status: **Exempt - P**
 Pay Range: **L 10**
 Work Year: **12 months**

SUMMARY: Coordinate, manage and monitor the design of District facilities provided by architects, engineers and consultants, including reviewing applications for payment and any proposed changes to Architect/Engineer/Consultant agreements. Review projects at each phase of development for compliance with educational and technical specifications, applicable codes and standards, budget and schedule.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Manage all levels and areas of project design.	D	25%
2. Provide technical assistance district wide.	D	15%
3. Manage technical specifications review and update for compliance with codes and standards for all construction in the district.	W	25%
4. Participate in all stages and levels of project planning.	W	15%
5. Assist with program management for all construction in the district.	W	10%
6. Select architectural, engineering and construction management firms.	M	5%
7. Perform other duties as assigned.	Ongoing	5%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in architecture or engineering. Master's degree in architecture preferred.
- Minimum of five (5) years professional experience as an architect.
- Minimum of two (2) years of experience managing facilities design.
- Coordination and/or management of multiple disciplines, including civil, structural, mechanical and electrical engineering is highly desired.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid Colorado driver's license required at hire.
- Registered architect in Colorado within 12 months after entering position.
- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication, interpersonal and organizational skills.
- Ability to read and interpret design and construction documents.
- Ability to accomplish tasks with minimal supervision.
- Senior personnel management skills highly desired.
- Advanced skill in planning and design; health, life, safety and code compliance and accessibility; design coordination of structural, mechanical and electrical systems for buildings.
- Intermediate skills in personal computers, project scheduling software, word processing, spreadsheets and presentation software using Microsoft Office.
- Basic skills in E-mail, architectural/engineering drafting using AutoCAD.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Personal computers.
- Microsoft Office applications.
- Project management software.
- AutoCAD.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Facilities Development Manager	071106

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Participate in developing, administering, monitoring and coordinating budgets for construction projects and programs.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	X			
Up to 25 pounds	X			
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time

	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	