

Architects

Job Code	Job Title	Pay Grade
8254B1	Architect II	31
8255B1	Architect III	32

CONCEPT:

Performs a variety of professional tasks in surveying, designing and planning of the construction of buildings; providing consultative services for the development of architectural planning and the development and enforcement of building codes; or determining the impact of the design of such structures on the environment and people using them.

TASKS:

- Designs buildings and building systems in order to complete cost estimates and the required schematic plans for the construction of complicated building facilities in connection with a variety of state construction projects.
- Consults with state agencies and assists with needs assessment and the preparation of building space programs including accurate budget estimates used as a basis for appropriating project funds.
- Prepares and supervises the preparation of design studies and solutions which conform with agency needs. Provides concurrent estimates of alternatives.
- Advises and consults with agency architects and engineers on layout and design of buildings and related systems and equipment in order to obtain the systems and performance required by the user agency.
- Researches, analyzes and selects appropriate building materials and construction systems which will meet program requirements.
- Prepares and directs the preparation of building construction documents, including drawings and specifications, for bid purposes in order to secure the best possible low bids.
- Conducts on-site study and measurements of existing conditions in and around state institutions and buildings for proposed repairs, replacements, or new installations and serves as consultant on such projects in order to obtain the desired result for the institution and within the scope of sound building design standards.
- Reviews preliminary and final plans and specifications prepared by consulting project architects for complex building projects in order to determine compliance with professional practices and established standards, codes, and regulations, and makes recommendations as to acceptance or revision.
- Participates in and assists with the training of the unlicensed staff as they seek to learn the required processes to become licensed architects.
- Provides professional advice and direction to state agencies and personnel in the construction and maintenance of a wide variety of building systems and equipment.
- Supervises professional subordinates engaged in the review of preliminary plans submitted by project architects and engineers in order to ensure correctness and conformity with contract requirements or designing portions of major projects.
- Issues notice to contractor to proceed, reviews pay voucher submittals, writes change orders, maintains project correspondence files, checks shop drawings, accomplishes necessary file inspections, resolves field problems and issues certificate of completion.
- Supervises construction and administration, change orders and pay requests on projects in order to ensure compliance with contract documents.
- Directs the process of qualifying, evaluating and selecting architectural firms for consideration by the State Building Advisory Commission and the agency negotiating committees.
- Assists with the preparation of building program evaluations and wording to be used in contracts.
- Participates in the formation, development and maintenance of the policies and procedures which guide the implementation of the state's design and building construction process.
- Analyzes building codes, by-laws, space and site requirements, and other technical documents and reports to determine their effect on architectural designs.

LEVELS OF WORK

- Class Group consists of two classes.

Architect II: This is licensed professional architectural work encompassing the design, review and/or modification of buildings and facilities and the construction systems of large projects and may have final sign-off authority.

Minimum Requirements: Professional architecture license recognized by the Kansas Board of Technical Professions and three years of experience as a licensed architect.

Architect III: This is licensed professional administrative architectural work responsible for a major program in the design, review and/or modification of buildings and construction systems of large projects. Incumbents manage statewide architectural projects and may have final sign-off authority.

Minimum Requirements: Professional architecture license recognized by the Kansas Board of Technical Professions and five years of experience as a licensed architect.

REF: 12/13