

City of Fort Worth, Texas Job Description

Classification Title	Registered Architect		
Job Code:	PR2210	Job Family:	Professional
Pay Grade	612	Date Reviewed:	07/17/15
FLSA Status	Exempt	Date Revised:	10/12/19

GENERAL SUMMARY

Provides professional architectural services for facilities improvement projects. Manages total development of assigned “vertical” facilities projects; prepares architectural drawings and specifications; coordinates architectural services with other departments and divisions; and performs a variety of professional and administrative duties in assigned area of responsibility.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Participates in facilities improvement projects. Identifies and resolves architectural problems between architects, engineers and other parties involved in the process.
2. Manages assigned projects. Oversees programming, budget, design phase, meetings and equipment/fixture requirements with sponsoring and other City departments, Project Architect and outside agencies; participates in the execution of contract amendments, as needed; and consults on or resolves designer’s proposed designs and end user’s needs.
3. Prepares architectural professional services bid documents for major in-house maintenance projects; evaluates proposals and makes recommendations; and monitors services provided under contract.
4. Plans and coordinates the layout of assigned projects; integrates architectural concepts and elements into design; and prepares scale and full-size drawings and specifications.
5. Reviews contract documents for architectural projects. Confirms scope of project, cost, timeliness and related contractual obligations are accurate.
6. Assists with and performs construction project progress and final reviews for acceptance.
7. Serves as professional resource to city departments on facilities renovation or re-design; provides information on architectural aspects on project; and coordinates architectural services as assigned.
8. Inspects city owned and leased buildings for structural integrity; and makes recommendations to management.

9. Inspects city owned and leased buildings for ADA compliance; evaluates compliance issues; and reports on remedial action.
10. Serves as technical adviser for feasibility studies on potential city leases and acquisitions; inspects facilities; and makes recommendations on whether facilities are appropriate for city's needs.
11. Performs other related duties as required.
12. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Principles and practices of architecture.
 - Architectural contract administration and negotiation.
 - Building construction methods, materials and techniques.
 - Occupational hazards and standard safety practices.
 - Principles, practices, rules and regulations of the American with Disabilities Act as it relates to public facility compliance.
 - Pertinent Federal, State and local laws, codes and regulations.
 - Architectural and interior design.
 - Local, state and federal building codes.
- **Skill in:**
 - Organization and time management.
 - Conflict resolution.
 - Negotiation.
 - Computers and applicable software.
 - Interpersonal relations.
 - Prioritization.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Provide professional services for facilities construction.
 - Interpret and apply ADA principles to determine city compliance with regulations.
 - Interpret blueprints, working sketches, construction plans and diagrams.
 - Prepare accurate labor and materials cost estimates.
 - Inspect, monitor and evaluate work in progress.
 - Prepare technical documents and reports.
 - Interpret, explain and enforce city policies and procedures.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in architecture or a related field and two years of increasingly responsible professional architectural experience.

OTHER REQUIREMENTS

Possession of, or ability to obtain within six months registration as a Registered Architect in the State of Texas.

Valid Texas driver's license.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

PHYSICAL DEMANDS

The physical demands described here 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.

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.