

## ARCHITECT 2

### KIND OF WORK

Senior-level professional architectural work designing and altering buildings and facilities.

### NATURE AND PURPOSE

Under limited supervision, an employee in this class is responsible for application of professional architectural skill and direction to architectural engineering projects and for preparing plans, details, specifications, estimates, material lists, and schedules for additions or alterations to state buildings and facilities. Inspects construction projects and approves plans and specifications for state building projects. Prepares and approves specifications. Directs and advises consultants, contractors, and agencies in performance of architectural work. Performs related work as required.

This class differs from the class of Architect 1 in the amount of discretion provided in performing tasks as well as in the complexity and difficulty of project plans and specifications approved. In addition, Architect 2 positions generally provide work direction to others.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Direct and advise agencies in the alteration of their physical facilities so that construction complies with state regulations by acting as liaison between agencies and consultants and contractors; setting up work schedules; reviewing and approving construction documents for compliance with program budget and regulations; reviewing and obtaining approvals on design phases of contracts; authorizing advertisement for bids.

Direct consultants and contractors during all phases of contracts so that all obligations are fulfilled by reviewing consultant contracts; reviewing and authorizing addendums to bidding documents; conducting budget analysis, recommending awards, and coordinating contract processing; conducting a pre-construction conference; administering payments and change orders; mediating problems and disputes; conducting periodic inspections; maintaining follow-up on guarantee items; advising consultants on program and policy matters.

Developing and directing the development of schematics and designs that meet client needs and program requirements by meeting with agency client and determining project requirements; establishing work schedules for project completion; preparing schematics and final design recommendations; presenting design schematics to client and advising on available options; finalizing design schematics; directing professional and technical staff in preparation of construction and contract documents; analyzing final documents for compliance with intent, regulations, and cost.

Prepare and present data to comply with legislative and executive requests by recommending financing plans for building projects; conducting feasibility studies; reviewing project schematics with legislative committees to obtain authorization; conducting physical facility surveys of state institutions; developing cash flow projections on construction projects.

Represent divisions and agencies in resolution of modification and construction plans for physical plant by evaluating problems and determining best course of action to accomplish repairs; consulting with engineering staff on matters related to this area; meeting with insurance representatives and contractors to outline claims on behalf of state where damage occurs to state property; advising on methods and procedures that will ensure effective and efficient completion of contract in a safe manner.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

#### Knowledge of:

Principles and practices of architecture sufficient to direct and approve the design, development, and production of construction plans and schematics.

Mechanical, electrical, and structural engineering sufficient to review projects and plans and provide direction to professional staff on changes and modifications.

#### Ability to:

Troubleshoot complex architectural assignments sufficient to direct and advise consultants and agencies in the administration of construction contracts.

Draw architectural plans and specifications sufficient to communicate architectural requirements to construction project management, agencies, and consultants.

Perform complex computations in support of proposals of estimates sufficient to provide accurate and understandable information to project and agency staff.

Communicate, both verbally and in writing, sufficient to present final proposals and alterations to specifications and plans to individuals and groups, including legislative committees and agency executives.

Direct the work of others sufficient to provide work direction to agency staff, professional and technical architectural staff, and consultants and contractors in the required performance of contract-related work.

LEGAL OR LICENSURE REQUIREMENTS

An employee in this class must be registered with the Minnesota Board of Registration for Architects, Engineers, and Land Surveyors as a professional architect.

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Rev.: 6/47, 12/57, 7/92

T.C.: 4/53  
Former Title(s): Architect