

POSITION DESCRIPTION		AGENCY/DEPT ID DAS105625
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Architect's Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005519	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION State Architect		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005495 Deputy Director 6	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type Administrative	Bargaining Unit 22 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m. Report in location subject to change			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Plans, directs & administers operation of Office of State Architect: directly assists Deputy Director of General Services Division in planning, development, design & construction involved in all state building projects, with exception of projects under authority of exempted agencies; creates & writes office's strategic plan, work plan, goals, objectives & performance metrics consistent with those of administration & General Services Division; supervises subordinate supervisory personnel (e.g., approves leave & time reports, initiates & administers discipline, participates in hiring process).	Knowledge of (1) budgeting; (2) management; (3) public relations; (4) agency, state & federal laws, rules, regulations, & codes relative to major construction projects*; (5) strategic planning; (6) project management; (7) architecture; (8) electrical & mechanical engineering; (9) supervision principles & practices; (10) human relations; (11) interviewing Skill in (12) operation of personal computer & associated hardware/software (e.g., Microsoft Word, Excel, Outlook) Ability to (13) deal with many variables & determine specific action; (14) calculate fractions, decimals & percentages; (15) prepare meaningful, concise & accurate technical reports; (16) interpret extensive variety of technical materials in books, journals & manuals; (17) handle routine & sensitive inquires from & contacts with consultants/contractors & other government representatives; (18) develop & maintain good rapport with customer agencies & consultants/contractors.
20	Exercises administrative authority over all matters concerning State sponsored building program: reviews all preliminary documentation & all specifications for quality, conformity with policies & procedures & responsible fiscal planning; establishes standards & sets requirements for project design & implementation; prepares contracts for professional & technical services; negotiates fees & other considerations; approves cost estimates, invoices & change orders for construction in progress.	Knowledge of 1, 2, 3, 4*, 6, 7, (19) contractual language Skill in 12 Ability to 13, 14, 15, 16, 17, 18, (20) review building specifications *developed after employment.

Apr 1.6.12 (am)

JOB CODE 61315	List Position Numbers & Job Titles of Positions Directly Supervised: 20005496 Program Administrator 1 20005531 Architect Administrator 20005535 Architect Administrator 20005545 Project Manager 2 20005557 Architect Administrator 20075697 Project Manager 2 20075698 Project Manager 2	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 1/23/12

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	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			Report in location subject to change
JOB CODE TITLE Deputy Director 5	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	20	Assumes responsibility for operations on construction sites (e.g., proper supervision, safety procedures, equitable employment practices, inspection); directs projects, instructs personnel in proper procedures; ensures compliance with all applicable laws, including Encouraging Diversity, Growth & Equity (EDGE) program; ensures appropriate oversight & representation of project staff on job sites; reviews & recommends projects for exigencies.	Knowledge of 2, 3, 4*, 6, 7, 8, 9, (21) safety procedures, (22) Ohio employment laws Skill in 8 Ability to 13, 15, 16, 17, 18, (23) construction inspection	
	10	Coordinates state building & construction projects with activities & operations of other public & private agencies, associations, contractors, design professionals & other entities; directs training & outreach programs for customers; represents division & department at meetings & hearings (e.g., Controlling Board, legislative hearings); provides expertise & consulting services on behalf of division for other state agencies	Knowledge of 2, 3, 4*, 5 Skill in 12 Ability to 15, 16, 17, 18, 19	
	10	Directs Office of Energy Services: provides leadership & direction on energy efficient design & construction in state buildings; coordinates effort to create energy-efficient building design standards; properly incorporates life cycle costing into design process; directs energy auditing & renovation projects statewide.	Knowledge of 2, 3, 4*, 5, 9, 10, (24) energy usage, (25) energy conservation Skill in 12 Ability to 13, 14, 15, 16, 17, 18, (26) understand & relay latest trends concerning energy market.	
15	Provides leadership & general oversight of Ohio Administrative Knowledge System – Capital Improvement (OAKS-CI) & materials & documentation that represent office: assures successful design, implementation, & steady state operation of OAKS-CI; maximizes benefit of system by encouraging participation from state agencies, colleges & universities, design professionals & contractors; provides accountability, expertise & editorial oversight on all written &/or web-based materials & documentation that represent office (e.g., Ohio Register, SAO Handbook, SAO College presentations, administrative rules, directives, policies, procedures, brochures, web sites, bidding & construction documents). Other duties as assigned.	Knowledge of 2, 4*, 6, (27) database management systems Skill in 12 Ability to 13, 15, 20		
MUST BE A REGISTERED ARCHITECT			*developed after employment.	
JOB CODE 61315	List Position Numbers & Job Titles of Positions Directly Supervised: 20005496 Program Administrator 1 20005531 Architect Administrator 20005535 Architect Administrator 20005545 Project Manager 2 20005557 Architect Administrator 20075697 Project Manager 2 20075698 Project Manager 2		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhovenka</i>	
			DATE 1/23/12	

Appl 1.6.12 paw