100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS105655

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	State Architect's Office	Franklin

POSITION NUMBER 20005531

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Higher Education Segment Manager	20005519 Deputy Director 5

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ 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 am TO: 5:00 pm Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Administers & coordinates overall statewide architectural projects affecting planning & construction of state & community owned capital improvement projects: provides direction, rule & policy interpretation (e.g., completes or directs responsibility analysis of contractors; monitors bid/award process against 60-day Ohio Revised Code deadline; directs contract preparation; monitors Controlling Board criteria; oversees 72-hour notices, 5/15 Notices & ECO letters); analyzes project & determines appropriate budget based on published & historical project costs; ensures projects are in accordance with departmental standards & applicable codes; arbitrates contract disputes. Supervises professional & fiscal staff; prepares performance evaluations; provides training & development; completes corrective counseling & discipline. Approves timesheets & leave requests.	Knowledge of (1) supervisory principles/techniques; (2) architecture & engineering mechanics & graphics; (3) Ohio building codes & related regulations applicable to projects*. Skill in (4) the use of manual drafting &/or automated engineering hardware & software. Ability to (5) review &/or draw plans & specifications in compliance with applicable building codes & related regulations; (6) gather, collate & classify information about data, people or things; (7) handle routine & sensitive inquiries from consultants, contractors, other governmental representatives &/or community agency representatives.
30	Reviews &/or coordinates review of architectural plans, specifications & cost estimates; reviews/finalizes owner requests for services for Ohio Register; scores project submission, oversees associate interviews & assigns scores; reviews technical proposals; negotiates fees & services; reviews & approves change orders; prepares & maintains records & reports on current & completed projects.	Knowledge of 1, 2, 3* Skill in 4 Ability to 5, 6, 7
15	Provides professional assistance regarding proposed construction, renovation sites, real property or community projects to contractors, applicants &/or other governmental representatives; advises departmental officials concerning new policies, processes or procedures to maximize programs or fiscal effectiveness. Prepares/develops procedures, forms, contract language, presents information at seminars, Controlling Board, AIA, AGC & other professional organizations. Acts for State Architect during absences.	Knowledge of 1, 2, 3* Skill in 4 Ability to 5, 6, 7

*developed after employment

JOB CODE TITLE Architect Administrator

JOB CODE 85117

Appl 5-25-10 (uw)

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
20005532 Account Examiner 3 20005533 Architect 20005534 Account Examiner 3 20005553 Architect 20005804 Architect	Jeffrey Westhoven/cc	5/24/10

100-100U

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DAS105655

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General Services Division	State Architect's Office	Franklin

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Higher Education Segment Manager	20005519 Deputy Director 5

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
15	Completes planning, budgeting & programming services; prepares detailed cost estimates & costing analysis; writes technical specifications & selects manufacturers; provides design & construction consulting services; reviews/approves contractor payments; reviews approves manufacturer/supplier shop drawings; conducts or attends partnering sessions; monitors & evaluates contractor performance; assists contractor with procedures, communication & coordination.	Knowledge of 1, 2, 3* Skill in 4 Ability to 5, 6, 7
	This position is overtime exempt. Must maintain certificate to practice architecture per Section 4703.06 of Ohio Revised Code.	*developed after employment

JOB CODE TITLE Architect Administrator

JOB CODE 85117

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
20005532 Account Examiner 3 20005533 Architect 20005534 Account Examiner 3 20005553 Architect 20005804 Architect	Jeffrey Westhoven/cc	5/24/10

Appl 5-25-10 (a)