100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105655

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

POSITION NUMBER 20005533

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Project Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005531 Architect Administrator

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 13

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00a.m. TO: 5:00p.m.

JOB CODE TITLE
Architect

JOB CODE
85113

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Serves as project manager for design & construction projects through all phases of process: reviews owners' requests for services; identifies owners' needs/wants; verifies feasibility of project & reviews estimated fees/costs; coordinates & reviews project drawings & specifications produced by A/E; prepares drawings & specifications for SAO designed projects; uses computer for designs developed internally; oversees entire project design & construction process (e.g., space programming, adjacency analysis, volumetric adequacy analysis, determination of actual dimensions, construction materials, construction products & building system design); oversees decisions on project plan including estimated costs; coordinates distribution of drawings; creates overall project budget estimates & reviews construction cost estimates; coordinates project team responsibilities & reviews schedules for work; monitors work of & serves as SAO liaison to construction project team (e.g., architects, engineers, project coordinators, contractors & state agencies); manages issues identified with Ohio Building code requirements to resolution; reviews construction contractors' submittals; conducts field observations & attends site meetings.	Knowledge of (1) architecture & engineering mechanics & graphics; (2) construction industry; (3) project management; (4) agency, state & federal laws, rules, regulations, & codes relative to major construction projects*; (5) safety practices (e.g., per OSHA standards); (6) protective clothing & equipment. Skill in (7) use of manual drafting & automated engineering hardware & software. (e.g., CADD); (8) use of personal computer & associated hardware/ software (e.g., MS Word, Excel, Outlook). Ability to (9) review &/or draw plans & specifications in compliance with applicable building codes & related regulations; (10) gather, collate & classify information about data, people or things; (11) handle routine & sensitive inquiries from & contacts with consultants/contractors & other government representatives; (12) demonstrate physical fitness to move whole body quickly & easily to navigate construction sites; (13) obtain & maintain valid driver's license.
20	Determines when outside architectural & engineering (A/E) firms will be contracted for design work: assists in creating Ohio Register announcement for design & consulting services; reviews A/E & consultant Statement of Qualifications; attends A/E & consultant interviews; reviews technical proposals & assists in fee negotiations; assists in A/E & consultant contract preparation; monitors & evaluates A/E & consultant performance.	Knowledge of 1, 2, 3, 4*, (14) contract negotiation & compliance. Skill in 8 Ability to 9, 10, 11, 13 * developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven/ce

DATE: 3/6/12

Appl 3/21/12

100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105655

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

POSITION NUMBER 20005533

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Project Manager	20005531 Architect Administrator

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 13 Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00a.m. TO: 5:00p.m.

JOB CODE TITLE Architect

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Performs responsibility analysis on contractors & subcontractors: monitors construction bid/award process for compliance with laws & SAO Manual; assists in contract preparation, recommendation letters & Controlling board criteria; reviews schedules, contractor submittals (e.g., Subcontractor/Material Supplier Declarations, Schedules of Values); assists with contract administration, payment & changes to contract; reviews construction schedule & construction activities; monitors & evaluates contractor performance; assists contractor, A/E & consultants with procedures, communication & coordination; fulfills SAO specified responsibilities in contract documents; handles problems/issues arising during project lifecycle & follows up on issues & concerns; reviews warranties & closeout documents for compliance with contract requirements; assists in preparation of all required notices & other applicable correspondence.	Knowledge of 1, 2, 3, 4*, 5, 6 Skill in 8 Ability to 9, 10, 11, 12, 13
20	Compiles & researches information on various architectural projects: gathers information for owners concerning program requirements for specific projects & translates information into written & graphic format used for development of construction documents; maintains continued study & information updated on architectural theory, design, & construction best practices; performs training at SAO sponsored educational programs; performs other related duties as assigned. Travel required Must maintain current certificate to practice architecture per Section 4703.06 of Ohio Revised Code.	Knowledge of 1, 2, 3, 4*, (15) training & development. Skill in 8. Ability to 9, 10, 11 * developed after employment.

Appd 3.2.12 [illegible]

JOB CODE 85113

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westhoven/ac	3/6/12