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 20005535

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Corrections Segment Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
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 and work hour subject to change

JOB CODE TITLE
Architect Administrator

## 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 staff, (e.g., 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*.<br>Skill in (4) the use of manual drafting &/or automated engineering hardware & software.<br>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* (8) contract negotiation & compliance<br>Skill in 4<br>Ability to 5, 6, 7 |

*developed after employment.

Apd 3.2.12 [illegible]

JOB CODE 85117

List Position Numbers & Job Titles of Positions Directly Supervised:
20005537 Architect
20005539 Account Examiner 3
20005547 Architect

| SIGNATURE OF AGENCY REPRESENTATIVE | DATE |
|---|---|
| Jeffrey Westhoven/cc | 3/6/12 |

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

POSITION NUMBER
20005535

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Bargaining Unit 22



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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
|---|---|---|
| 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. | Knowledge of 1, 2, 3*<br>Skill in 4<br>Ability to 5, 6, 7 |
| 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*<br>Skill in 4<br>Ability to 5, 6, 7 |
| | Must maintain certificate to practice architecture per Section 4703.06 of Ohio Revised Code. | *developed after employment |

JOB CODE TITLE
Architect Administrator

Appl 3·2·12 (a)

JOB CODE
85117

List Position Numbers & Job Titles of Positions Directly Supervised:
20005537 Architect
20005539 Account Examiner 3
20005547 Architect

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoenkc

DATE: 3/6/12