

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105655
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Architect's Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005547	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>
			Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Project Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005535 Architect Administrator
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00a.m. TO: 5:00p.m. (Report-in location subject to change.)			

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 the 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

apd 7-20-09

JOB CODE 85113	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		<i>Jeffrey Westhoven/a</i>	7/2/09

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<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 60%;">Job Duties in Order of Importance</th> <th style="width: 35%;">Knowledge, Skills & Abilities</th> </tr> </thead> <tbody> <tr> <td>20</td> <td> 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. </td> <td> Knowledge of 1, 2, 3, 4*, 5, 6 Skill in 8 Ability to 9, 10, 11, 12, 13 </td> </tr> <tr> <td>20</td> <td> 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. </td> <td> Knowledge of 1, 2, 3, 4*, (15) training & development. Skill in 8. Ability to 9, 10, 11 * developed after employment </td> </tr> </tbody> </table>				%	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
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apd 7-2-09 al

JOB CODE TITLE
Architect

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85113