

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**ARCHITECT LICENSED**

**JOB DESCRIPTION**

Employees in this job function complete or oversee a variety of professional assignments, requiring licensure, to ensure architectural structures are designed and constructed in compliance with programs, state and federal codes, laws, rules, and regulations.

There is one classification in this job.

**Position Code Title – Architect Licensed-A**

**Architect Licensed 12**

This is the advanced level. As a licensed professional, the employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Designs projects and/or reviews architectural or engineering plans, specifications, and contract documents for building construction projects to ensure compliance with state and federal codes, laws, regulations, and approved project program criteria.

Resolves problems and implements resolutions in the specifications and plans.

Advises contractors on the interpretation of plans, recommends changes when necessary, and resolves problems associated with the work.

Visits sites of building projects during their construction and confers with field inspection staff to determine contract and regulation compliance.

Prepares and/or reviews preliminary designs, working drawings, specifications, and cost estimates pertaining to the construction of buildings and building systems.

Provides technical expertise in development or review of policies and procedures in relation to architectural structures and systems and construction/safety codes.

**ARCHITECT LICENSED**

**PAGE No. 2**

Provides expert testimony at administrative and judicial hearings.

Approves, disapproves, or notes contingencies to proposed new buildings or modifications to existing structures.

Researches literature and maintains knowledge of current building materials, structural, mechanical, and electrical systems, codes, and methods of application.

Conducts meetings with architects and engineers to provide technical advice on building materials, structural, mechanical, and electrical systems, codes, laws, and practices.

Participates in and conducts meetings, training programs, and conferences to improve understanding of building materials, structural, mechanical, and electrical systems, codes, laws, and construction practices.

Analyzes requests for rule and code modification to ensure original intent of code is not compromised.

Computes and designs structural connections from math formulas and given data using computer methods.

Reviews product literature, analyzes materials, and determines appropriateness for applications to projects.

Conducts structural, mechanical, electrical, operational, and maintenance surveys and recommends corrective action where necessary.

Drafts master plans and prepares detailed development and other plans and specifications.

Makes a public presentation of master plans with prepared plans, charts, and other visual aids.

Prepares and reviews plans for building sites.

Maintains records and prepares reports and correspondence related to the work.

Provides technical advice to engineers in planning new construction and/or remodeling existing facilities.

Reviews projects for code restrictions, layout, exterior design, and other factors.

Monitors construction projects and ensures they are carried out within appropriated funds and original scope of design.

Presents design developments and responds to questions regarding building layout and design.

## ARCHITECT LICENSED

### **PAGE NO. 3**

Provides necessary information required by professional contractors for the development of design; attends design meetings; reviews plans at various stages of project development.

Assists contractors in the interpretation of project specifications; provides alternatives where constructions cannot be carried out according to specified methods; and provides architectural expertise to construction superintendents in the development of contract change orders.

Maintains communication with manufacturers of various types of building materials and evaluates technical data of new products for economics and durability.

Reviews final plans developed by in-house staff for correctness and compliance with various codes and regulations, and recommends approval or disapproval before bid letting.

Makes field inspections of construction projects.

Prepares preliminary and final plans through use of computers and hand drafting methods.

Checks and approves shop drawings and cost breakdowns submitted by suppliers and contractors of construction projects.

Performs related work as assigned.

#### Architect Licensed 12 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

#### Architect Licensed 12 (Senior Worker)

Performs on a regular basis professional architect assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

Thorough knowledge of the principles and practices of architecture.

Thorough knowledge of laws and codes pertaining to architectural design.

Thorough knowledge of methods of analysis and computation required in architectural design.

Thorough knowledge of the instruments, tools, symbols, and nomenclature used in architectural or structural drawing, shop drawing, and specifications.

**ARCHITECT LICENSED**

**PAGE NO. 4**

Ability to make and/or review drawings to scale from sketches, design drawings, and verbal instructions.

Ability to prepare and/or review plans, specifications, schedules, and cost estimates.

Ability to interpret complex building designs and identify problems with legal code requirements.

Ability to conduct research and maintain knowledge of current building design practices, laws, codes, and standards.

Ability to make critical observations and identify improper building structure.

Ability to analyze building materials and their structural applications.

Ability to provide testimony at administrative and judicial processes.

Ability to instruct others in the design and architectural structure of building projects.

Ability to resolve problems associated with the work.

Ability to estimate material and labor costs.

Ability to conduct space utilization studies and analysis.

Ability to use computers and available software.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

**Additional Knowledge, Skills, and Abilities**

**Architect 12 (Senior Worker)**

Knowledge of costs and uses of construction materials in building design.

Knowledge of inspection techniques and procedures.

**Architect 12 (Lead Worker)**

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

**Working Conditions**

Some jobs require visiting building sites and observing construction.

**ARCHITECT LICENSED**

**PAGE No. 5**

**Physical Requirements**

None.

**Education**

Possession of a bachelor's degree with a major in architecture.

**Experience**

Three years of professional experience providing architect services equivalent to an Architect, including one year equivalent to an Architect P11.

**Special Requirements, Licenses, and Certifications**

Possession of a registered professional architect license as issued by the State of Michigan.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**

ARCHTCLIC

**Job Code Description**

Architect Licensed

**Position Title**

Architect Licensed-A

**Position Code**

ARTLICA

**Pay Schedule**

H21-028

ECP Group 2  
Revised 6/1/06  
TeamLeaders