

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**  
**ARCHITECT MANAGER LICENSED**

**JOB DESCRIPTION**

Employees in this job serve as managers for subordinate staff. The employees participate in, oversee, and direct a variety of architectural activities designed to facilitate a departmental design or architectural plan review program. Work is performed through the application of a body of knowledge related to professional architectural methods, practices, policies, and procedures, regulations; and materials and equipment of the architect service, and supervisory techniques, personnel policies, and procedures.

There are three classifications in this job. The information provided under each position code title represents a general description of the classification concept. To determine the appropriate level of the manager position, application of the Professional Managerial Position Evaluation System is required.

**Position Code Title - Architect Manager Licensed -2**

Architect Manager-Licensed 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a standard work area receiving executive direction.

**Position Code Title - Architect Manager Licensed -3**

Architect Manager-Licensed 14

The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

**Position Code Title - Architect Manager Licensed -4**

Architect Manager-Licensed 15

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

**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.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinates.

Evaluates and verifies employee performance through the review of completed work assignments and/or the reviewing of work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and conducts correspondence relative to the work.

Reviews and makes recommendations concerning architectural and engineering designs and specifications and correlates costs with budget limitations.

Reviews and checks shop drawings for correctness and conformity with approved plans and specifications.

Interprets and explains plans, specifications, codes, and regulations.

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

Inspects projects as they progress to determine regulation and specification compliance.

Advises contractors on the interpretation of plans and recommends changes when necessary.

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

Performs related work as assigned.

## **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.

Thorough knowledge of costs and uses of construction materials in building design.

Thorough knowledge of inspection techniques and procedures.

Some knowledge of training and supervisory techniques.

Some knowledge of labor relations.

Some knowledge of employee policies and procedures.

Some knowledge of equal employment opportunity policies and procedures.

Ability to instruct, direct, and evaluate employees.

Ability to prepare complete plans, specifications, schedules, and cost estimates.

Ability to make space utilization studies and analyses.

Ability to make material and labor estimates and computations.

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

Ability to effectively communicate with others.

Ability to maintain favorable public relations.

### **Working Conditions**

None

**Physical Requirements**

None

**Education**

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

**Experience**

Architect Manager-Licensed 13

Four years of professional experience providing architect services equivalent to an Architect, including two years equivalent to an Architect P11 or one year equivalent to an Architect 12 or Architect Licensed 12.

Architect Manager-Licensed 14

Five years of professional experience providing architect services equivalent to an Architect, including three years equivalent to an Architect P11, two years equivalent to an Architect 12 or Architect Licensed 12; or, one year equivalent to an Architect Manager Licensed 13 or Architect Licensed Specialist 13.

Architect Manager-Licensed 15

Six years of professional experience providing architect services equivalent to an Architect, including three years equivalent to an Architect 12 or Architect Licensed 12; two years equivalent to an Architect Manager Licensed 13 or Architect Licensed Specialist 13; or, one year equivalent to an Architect Manager Licensed 14 or Architect Licensed Specialist 14.

**Special Requirements, Licenses, and Certifications**

Michigan licensure as a registered architect.

**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**

ARCHITMGR

**Job Code Description**

ARCHITECT MANAGER LICENSED

**Position Title**

Architect Manager Licensed -2

Architect Manager Licensed -3

Architect Manager Licensed -4

**Position Code**

ARCHMGR2

ARCHMGR3

ARCHMGR4

**Pay Schedule**

NERE-200

NERE-201

NERE-202

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08/12/2018