

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

ARCHITECT

JOB DESCRIPTION

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

There are four classifications in this job.

Position Code Title – Architect-E

Architect 9

This is the entry level. As a trainee, the employee carries out a range of professional architect assignments while learning the methods of the work.

Architect 10

This is the intermediate level. The employee performs an expanding range of professional architect assignments in a developing capacity.

Architect P11

This is the experienced level. The employee performs a full range of professional architect assignments in a full-functioning capacity. Considerable independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Code Title – Architect-A

Architect 12

This is the advanced level. 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.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

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.

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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.

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.

Performs related work as assigned.

Additional Job Duties

Architect 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 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

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the principles and practices of architecture.

Knowledge of laws and codes pertaining to architectural design.

Knowledge of methods of analysis and computation required in architectural design.

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

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.

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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.

Physical Requirements

None.

Education

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

Experience

Architect 9

No specific type or amount is required.

Architect 10

One year of professional experience providing architect services equivalent to an Architect 9.

Architect P11

Two years of professional experience providing architect services equivalent to an Architect, including one year equivalent to an Architect 10.

Architect 12

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

None.

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

ARCHITECT

Job Code Description

Architect

Position Title

Architect-E
Architect-A

Position Code

ARTECTE
ARTECTA

Pay Schedule

H21-004
H21-013