



POSITION DESCRIPTION

JOB TITLE: Architectural Designer Job Class: 2310		
DATE Updated	DEPARTMENT OR SCHOOL	DIVISION Facilities & Maintenance Services
BARGAINING UNIT: Local 1616		FLSA STATUS: <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Performs architectural design work and document management in connection with school facilities and related construction projects.		

Major Duties & Responsibilities: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Examines existing conditions in buildings with an architectural understanding, taking measurements, noting materials and other factors as needed for the design and construction of projects.
2. Prepares schematic design drawings and design development drawings with high degree of originality and good design sense, for the design and layout of additions and remodeling projects. Drawings may be prepared manually or using AutoCAD.
3. Prepares architectural working drawings and details, prepares outline specifications, coordinates work with various consultants, etc. as required to prepare contract documents for bidding.
4. Revises digital floor, roof and site plans to reflect as-built conditions. Drawings may be prepared manually or using AutoCAD.
5. Assists in preparation of cost estimates on various projects.
6. Assists in preparation of specifications on various projects.
7. Compiles lists of equipment, materials and other data on various projects.
8. May assist in inspection of construction projects while in progress.
9. Files and distributes shop drawings and other submittals by contractors as required, maintaining proper construction records.
10. May check schedules, shop drawings and other submittals by contractors. File and distribute documents as required.

11. Performs other duties and functions as assigned, including but not limited to; organizing the district archives, keeping construction records, maintaining building product reference files, building material samples and similar.
12. May assist in opening of bids.
13. Responsible for compiling and maintaining data relating to buildings and sites for various reporting requirements and information requests.
14. Responsible for maintaining archives of all paper and digital plans, specifications and bid documents and updates on over 200 buildings and sites through the district.
15. Responsible for updating and maintaining all pertinent codes and ordinances.
16. Actively supports the MPS Strategic Plan.
17. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Reports to the manager of Design and Construction

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

May have lead worker responsibilities over part-time co-op students or craftsmen working on special studies/projects.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Bachelors Degree in Architecture or a minimum of 10 years of demonstratable experience in an architectural/engineering design office performing the duties outlined above.
Valid State of Wisconsin Motor Vehicle Operators license and availability of a properly insured personal vehicle at the time of appointment and during employment.

Experience Requirements

Knowledge, Skills, and Abilities

Proficient in the use of AutoCAD and Microsoft products.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. Occasional school/site visits. May be exposed to dirty and dusty conditions on a limited basis. Limited outdoor work.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Lifts, pushes and pulls drawing files weighing up to 100 lbs. to shoulder height and sometimes above shoulders. Climbs ladders and steps.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.