

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Architect II

CLASS CODE: 4432

GENERAL DESCRIPTION OF DUTIES:

Incumbents provide architectural planning, design, construction, project management and facility management services.

DISTINGUISHING CHARACTERISTICS:

This is a journey-level professional classification within the General Architectural Series – Architectural Group job family within the City of St. Louis. Incumbents within this classification perform a variety of moderately complex duties. The distinguishing characteristics of this classification within the series include the development of moderately complex architectural plans and designs.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

This is an individual contributor class, meaning the incumbent is responsible for his/her own work including output, quality and timeliness. Incumbents may, however, explain work processes and train others, such as new employees, in the same or similar job title. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Prepares construction plans and specifications. Researches products, materials, code compliance and quantities. Estimates project costs.

Develops schematic and design development documents.

Reviews designs, plans, correspondence, engineering calculations and other materials developed by consultants for compliance with design standards, applicable codes, operational requirements and other considerations.

Inspects facilities and projects for compliance with contract documents and management standards and resolve or discover design problems or conflicts.

Performs construction administration duties. Generates shop drawings, inquiries, payment applications, proposal requests, field and change orders. Meets with supervisors regarding budgets and schedules.

Communicates with engineering and architectural consultants to exchange information, scheduling and other matters.

Assists other department personnel and other departments to advise and provide information.

Prepares work orders.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction:

Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers, consulting engineers, architects, city property tenants and the public, on how to apply policies, procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate and perform complex rapid adjustment on equipment, machinery and tools such as drafting instruments, computer terminal, tape measure, computer terminal, motor vehicle, and/or related materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as architectural drawings, specifications, contracts, construction lab test results, building codes, design standards, engineering manuals, construction manuals, budgets, ordinances, statutes, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals; the ability to perform mathematical operations involving algebra, geometry and trigonometry.

Functional Reasoning:

Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Environmental Factors:

Work is normally performed in an office environment under generally safe and comfortable conditions where exposure to adverse conditions poses a very limited risk of injury, although incumbents may be exposed to construction site hazards during site inspections.

Physical Requirements:

Requires the ability to lift, push and pull up to fifty pounds to move files and papers.

Requires the ability to stoop, crouch and climb to conduct on-site inspections.

Sensory Requirements:

Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds and textures associated with job-related objects, materials and tasks to observe project construction and conduct inspection of materials.
Requires the ability to distinguish objects in near and far vision.

EDUCATION AND EXPERIENCE STATEMENT:

Bachelor's degree in Architecture with three to five years architectural design and supervisory experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

SPECIAL REQUIREMENTS:

Possession of a valid state driver's license and architect's license.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.