

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Architect III

CLASS CODE: 4433

GENERAL DESCRIPTION OF DUTIES:

Incumbents provide architectural planning and design services for assigned projects.

DISTINGUISHING CHARACTERISTICS:

This is an advanced-level professional classification in the General Architectural Series – Architectural Group job family within the City of St. Louis. Incumbents within this classification perform a variety of complex duties. The distinguishing characteristics of this classification within the series include responsibility for project management to completion and preparation of scope of work and charges.

Incumbents work under general direction. They are generally in charge of an organizational unit, plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. Supervision is given by occasional conferences.

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.)

Manages projects to completion.

Researches existing drawings, reports, files and other materials to identify existing needs and conditions.

Meets with clients to understand needs. Identifies new needs and conditions of the clients.

Conducts site inspections.

Determines scope of project and compiles cost estimates. Sets work project schedule.

Prepares and proposes new or revised scope of work, budget, specifications and final drawings. Completes project reports, permit applications and correspondence.

Reviews consultant drawings and other materials.

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, clients, public officials 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, calibrate, tune and synchronize, 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, permit applications, 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, 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 supervisory experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

SPECIAL REQUIREMENTS:

Registered Architect and possession of a state driver'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.