

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Architect 1		Class Code: 001FA1
	FLSA Status: Exempt	Salary Schedule: RDS	Effective Date: 7-19-13
	Summary: Incumbent is responsible for planning, developing, directing and coordinating statewide construction and maintenance activities of a major agency's institutions, facilities and centers. The incumbent reports to a Division Director.		

Duties:

- Prepares research and projections for development and master planning;
- Maintains and monitors general maintenance and minor design changes;
- Ensures the timely changes of additions, deletions and corrections to the inventory listing of properties;
- Provides budgetary input to Division Director;
- Provides staff responsibility for general maintenance of minor or light construction projects;
- Coordinates and develops new facility designs and renovations of existing facilities;
- Provides general supervision of facility maintenance and minor and light construction;
- Coordinates and approves purchase of materials for construction projects;
- Supervises all special projects appropriated to the department;
- Develops specifications for the construction, alterations or repair of department owned property;
- Performs related duties as required.

Job Requirements:

- Thorough knowledge of building design and construction, including aspects of architectural, structural and mechanical engineering and design;
- Thorough knowledge of the methods, materials and equipment used in building design, construction and maintenance;
- Broad knowledge of OSHA and Fire and Safety requirements for building construction and equipment;
- Ability to estimate cost of building construction repair and maintenance;
- Ability to prepare plans and specifications and to solicit bids for construction and equipment;
- Ability to analyze construction problems and recommend effective solutions;
- Ability to coordinate and prioritize sub-elements of the project;
- Ability to develop preventive maintenance programs for various kinds of facilities;
- Ability to determine space requirements;
- Ability to prepare budgets and comprehensive reports of operations;
- Ability to deal effectively with architects, contractors, engineers, facility maintenance personnel and other contacts in the work;
- Ability to become registered as a Professional Architect in the State of Indiana.

Difficulty of Work:

The work is broad in scope involving complex program elements which require critical and administrative analytical abilities. Work assignments involve the development of major capital construction projects for the agency's institutions, facilities and centers, as well as ongoing facility maintenance and minor and light construction. Guidelines, rules and regulations are established but require broad interpretation and considerable judgment in application and implementation.

Responsibility:

The incumbent is responsible for supervising assigned technical and clerical staff including the direction of the activities of the various institutions and facilities plant engineers. The incumbent works independently and possesses sufficient technical authority for work. Decisions and major recommendations on construction projects are reviewed for compliance with agency policy and attainment of goals. As a registered Architect, incumbent is responsible for conformance of documents sealed under his/her supervision with all rules and regulation.

Personal Work Relationships:

The incumbent works with agency staff, Superintendents, the Public Works Division, regulatory agencies, the Budget Office, Department of Administration, local community zoning and building superintendents