



## City of Irving Job Description

### Architect / Project Manager

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|---------------------|--------|--------------------------------|-----------------------------------|
| <b>FLSA Status:</b> | EXEMPT | <b>Job Department:</b>         | Capital Improvement Program (CIP) |
| <b>Job Code:</b>    | K081   | <b>Reports To (Job Title):</b> | CIP Director                      |

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#### PURPOSE

To work as an Architectural Project manager for capital improvement projects and manage the daily project activities associated with the construction of buildings. Typical duties include, but are not limited to, construction documentation, technical correspondence, pay estimate reviews and coordination of city services related to construction. To participate on an internal team of employees to perform project management for major architectural projects. To administer and ensure LEED requirements are incorporated into new facilities.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Participate on the internal team to manage major facilities and build projects.
- Provide daily on-site management and record keeping for major capital improvements related to facilities and building; coordinate activities with other city departments, such as Water, Fire, etc.
- Administer and provide input on the LEED certification requirements during the design of city facilities.
- Analyze and develop feasibility studies for cost estimates, budgets, programming requirements, time schedules and other reports related to the construction of new facilities and renovation projects.
- Manage consultants and contractors related to major capital improvement projects; review and approve pay requests from consultants and contractors.
- Participate on project management teams in the review of new construction and renovation projects to ensure the best quality and functionality for proposed improvements.
- Maintain project record documents for City facility construction projects, including pay draws, change orders, meeting notes and field observation notes.
- Assist in preparation of construction estimates and budget to ensure adequate funding for capital projects.
- Make site visits to review construction progress on capital improvement projects to ensure compliance with construction documents.

#### OTHER DUTIES AND RESPONSIBILITIES

- Report on weekly progress for major construction projects.
- Coordinate the code review for new and ongoing facility construction projects to ensure compliance and coordinate inspections with building inspections staff.
- Communicate project status reports with respective city departments and city management to keep all parties informed on progress of capital improvement projects.
- Attend meetings to provide feedback to the various departments relating to ongoing and new proposed capital improvements.

- Participate in the closeout of new city facilities, including punch list walk-throughs and final project closeout documentation.
- Coordinate construction submittal process for conformance to City standards and requirements.
- Participate in the resolution of disputes between an architect of record and the contractor.

## **SUPERVISORY RESPONSIBILITIES**

Supervisory responsibility is not a regular part of the position.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Develop, administer, monitor, and coordinate project contracts up to \$250 million; review and approve consultant pay applications up to \$2 million and contractor pay applications up to \$8 million.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Bachelor's Degree in Architecture

### **EXPERIENCE**

- At least five (5) years of experience as an Architect and/or Project Manager.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate, valid Texas driver's license, or the ability to obtain one, is required.
- State of Texas Registered Architect
- LEED Accredited Professional

### **KNOWLEDGE OF**

- Construction Management techniques and general construction practices.
- Construction Principles: Materials, methods, and the appropriate tools to construct objects, structures, and buildings.
- Building operations and mechanical systems, such as heating, ventilation, air conditioning, plumbing, and electrical.
- Construction Contracts: regulations and principles for developing specifications, bidding projects (competitively), and approving invoices for payment
- Administration and Management: principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Techniques and requirements to build LEED certified facilities.

- Customer Service Management: Principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City, especially the Microsoft Office suite.
- Industry Software: Operational understanding of CADD design software.

## **SKILLS AND ABILITIES IN**

- Quality Control/Evaluation: Reviewing and analyzing pay draws from consultants and construction contractors.
- Problem Analysis: Identifying and defining problems, collect data, establish facts, and draw valid conclusions.
- Solution Appraisal: Observing and evaluating the outcomes of a problem solution to identify lessons.
- Project Coordination: Planning and preparing work plans to address long term goals and needs for construction projects.
- Project System Ability: Efficiently managing and tracking multiple projects, functions, and activities simultaneously.
- Active Listening: Listening to what others are saying and asking questions as appropriate, so as to properly understand customer issues and address their needs in the most efficient manner.
- Tailored Oral Expression: Communicating information and ideas in speaking so others will understand, especially in verbal discussions related to construction details with various levels of project personnel, including contractors, consultants, and administrative staff.
- Tailored Written Expression: Communicating information and ideas in writing so others will understand, which includes selecting the best format for customers and residents.
- Efficient Compliance: Working within the guidelines and framework of city government in terms of operations, purchasing, and budget management.
- Technical Reasoning: Interpreting an extensive variety of technical instructions in mathematical or diagram form; including, reading and interpreting documents and specifications to determine adequate construction practices and materials are being utilized.

## **GUIDANCE RECEIVED**

### **Priorities and Policies**

Organizational priorities and policies, along with professional standards and best practices, guide decisions and direction or advice given to others. Typically makes recommendations to superiors after considering various alternatives. Proactively addresses needed changes to policies, methods and procedures and obtains approval.

## **CONTACTS**

Frequently interacts with consultants, contractors, vendors, and with personnel of every level from all City departments.

## **EQUIPMENT AND PROPERTY**

Personal computer and other office hardware.

## **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.\*

The employee frequently is required to operate a vehicle, grasp, handle, feel, lift up to 25 pounds, listen, stand, talk, and/or walk.

## **WORK ENVIRONMENT**

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

The employee regularly is exposed to extreme vibration, a confining work space, a dirty environment, electrical hazards, extreme temperature or weather conditions, air contamination, moving mechanical parts, and/or noise. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is usually moderate.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.