

# ARCHITECT III

Recruitment #1606-1803-001

**List Type** Original

**Requesting Department** DPW-INFRASTRUCTURE-FACILITIES

**Open Date** 7/28/2016

**Filing Deadline** 8/18/2016 11:59:00 PM

**HR Analyst** Lindsey O'Connor

## Introduction

### What Milwaukee can offer YOU

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work. The City offers a comprehensive benefits package, including a top rated pension plan, health and dental benefits, paid time off including vacation, 11 holidays and sick leave accrual, and much more.

## Purpose

To prepare and coordinate architectural project design, contract documents, and construction administration for new construction and alteration projects to meet clients' program requirements, appropriate standards, and project budgets.

## Essential Functions

- Oversee project design services including preliminary designs, design development and contract documents and cost estimating.
- Oversee contracted design firms for project design services including preliminary designs, design development, contract documents and cost estimates.
- Prepares and reviews complete contract documents including plans, specifications, calculations, cost estimates and design.
- Review, approve, and respond to shop drawings, payment requests, RFIs, and contract modifications during construction phase.
- Coordinate section staff, sub-consultants and other City agencies.
- Write Requests for Proposal for construction projects.
- Oversee construction administration services including attending project and development/construction meetings, review approve and prepare change orders and work with Construction Managers.
- Prepare and review studies, report and budget estimates.

## ***Architect III (DPW-Infrastructure-Facilities)***

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- Prepare and monitor individual project schedules.
- Conduct field inspections during construction to ensure compliance with contract documents.
- Review plans and correspondence prepared by Architect II, Engineering and Drafting Technicians.
- Perform duties of Architectural Project Manager in his/her absence.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

## **Minimum Requirements**

- Bachelor's Degree in Architecture.

*IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected.*

*Your transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed. Student copies are acceptable.*

- Four years of professional architectural projects experience.
- Valid driver's license at time of appointment and throughout employment.

## **Desirable Qualifications**

- Licensed Architect in the State of Wisconsin.

## **Knowledges, Skills, Abilities & Other Characteristics**

- Knowledge of architectural design principles and practices.
- Knowledge of the International Building Codes and commercial building codes.
- Knowledge of commercial building construction methods and materials.
- Knowledge of structural, HVAC, plumbing and electrical systems.
- Knowledge of the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 as it pertains to architectural design and redesign of buildings.
- Knowledge of broad spectrum commercial products including interior finishes such as flooring, furnishings and coatings also building envelope products such as metal panel, masonry, windows, rain screen products and roofing.
- Computer skills to use CAD/Microstation, Word and Excel to review drawings and create documents and write specifications.
- Interpersonal skills to effectively develop and maintain strong working relationships with diverse individuals internally and externally to the organization.

- Oral communication skills to communicate and determine requirements for projects during design progress meetings.
- Written communication skills to communicate project impacts to stakeholders in reports and specifications.
- Project Management skills to ensure timely and accurate completion of architectural construction projects.
- Ability to interpret codes and construction documents.
- Ability to develop accurate project capital estimates.
- Ability to use flow and relationship diagrams to develop efficient use of building space.
- Ability to prioritize and accomplish work by the deadlines.
- Ability to coordinate and delegate work and ensure others meet project deadlines.

## **Current Salary**

The starting salary for City of Milwaukee residents is \$66,324 and for non-residents is \$64,697 (Pay Range 2IN). Appointment above the minimum recruitment range is possible based on qualifications and experience.

## **Selection Process**

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

**INITIAL FILING DATE** - *The examination will be held as soon as practical after **August 18, 2016**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.*

**NOTE:** *For current information regarding the status of the City of Milwaukee's residency requirement, please visit the Department of Employee Relations' Website: <http://city.milwaukee.gov/DER>. Please call 414.286.3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.*