

# ARCHITECT III

Recruitment #1805-1803-001

<b>List Type</b>	Original
<b>Requesting Department</b>	DPW-INFRASTRUCTURE-FACILITIES
<b>Open Date</b>	6/18/2018 12:00:00 AM
<b>Filing Deadline</b>	7/9/2018 11:59:00 PM
<b>HR Analyst</b>	Emily Keeley

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## INTRODUCTION

*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.*

## PURPOSE

Under the general direction of the Architectural Project Manager, the Architect III defines the scope of and coordinates capital projects, including new construction and alteration projects. The Architect III is responsible for all aspects of a project from conception through construction and closeout.

## ESSENTIAL FUNCTIONS

- Provide project design services, including project programming, preliminary designs, design development and contract documents.
- Prepare cost estimates to ensure projects stay within budget limitations throughout the design process; determine that funds are properly allocated for each phase of the project.
- Direct and oversee contracted design firms for project design services, including preliminary designs, design development, contract documents and cost estimates.

- Coordinate with internal resources and external consultants involved in design and construction projects to fully develop scope of projects.
- Prepare bid documents, notify potential contractors of pending bid issue and review and recommend for award bids to general contractors.
- Oversee construction administration services including attending project and development/construction meetings, review, approve and prepare change orders.
- Review, and approve shop drawings, payment requests; respond to and evaluate requests for information (RFIs) and contract modifications during the construction phase.
- Prepare and monitor individual project schedules.
- Conduct field inspections during construction to ensure compliance with contract documents.
- Prepare and/or review studies, reports, and budget estimates for proposed or capital projects as directed.

*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.*

## CONDITIONS OF EMPLOYMENT

- Must be able to climb ladders or scaffolding for above and below grade conditions.

## MINIMUM REQUIREMENTS

1. Bachelor's degree in architecture from a certified school of architecture.
2. Four years of professional experience as an architect performing duties related to those above.
3. Valid State of Wisconsin driver's license at time of appointment and throughout employment.

*Equivalent combinations of education and experience may be considered.*

**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.

## DESIRABLE QUALIFICATIONS

- An Architect's license in the State of Wisconsin.
- Experience with major projects in a large architecture firm.

## KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of architectural design principles and practices.
- Knowledge of the International Building Codes, building condition reports and commercial building codes.
- Knowledge of commercial building construction methods and materials.
- Knowledge of contract management, specifications and bid processes.
- Knowledge of structural, HVAC, plumbing and electrical systems.
- Knowledge of the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 as it pertains to architectural design and redesign of buildings.
- Customer service skills to attend to clients' needs in a professional and courteous manner.
- Computer skills to use CAD/Microstation and Microsoft Word and Excel to review drawings, create reports 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 brief staff, external partners, citizens and officials on project progression and conduct presentations as a representative of the City of Milwaukee.
- Written communication skills to produce contracts and communicate project impacts to stakeholders in reports and specifications.
- Project management skills to coordinate staff and resources and to ensure timely completion of architectural construction projects.
- Problem solving skills to identify complex problems, evaluate available options, and implement solutions.
- Ability to interpret codes and construction documents.
- Ability to develop accurate capital project estimates.
- Ability to use flow and relationship diagrams to develop efficient use of building space.
- Ability to work calmly under pressure and prioritize and accomplish work within project timelines.
- Ability to coordinate and delegate work to appropriate staff to ensure that deadlines are met.

## CURRENT SALARY

The current salary range (Pay Range 2IN) for City of Milwaukee residents is **\$66,324 - \$81,844** annually, and the non-resident salary range is \$64,697 - \$79,836. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

## 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 **July 9, 2018**. 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.

## ADDITIONAL INFORMATION

APPLICATIONS and further information may be accessed by visiting [www.jobaps.com/MIL](http://www.jobaps.com/MIL).

- Applications and transcripts should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

## BENEFITS

The City of Milwaukee provides a comprehensive benefit program which includes:

- Defined Benefit Pension Plan 4
- 57 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services

- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <http://city.milwaukee.gov/Benefits2018>.

## CONCLUSION

EEO = 201

*“The City of Milwaukee values and encourages diversity and is an equal opportunity employer.”*