

ARCHITECTURAL DESIGNER II

Department of Public Works, Infrastructure Division – Facilities Development & Management

NOTE: The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.

PURPOSE: Under the direction of the Architectural Project Manager or Architect IV, an Architectural Designer II provides as well as coordinates, reviews, and monitors consultants' architectural designs, contract documents, and construction administration services for both interior and exterior building construction, restoration, and remodeling projects, including projecting cost estimates, maintaining time schedules, and ensuring quality control.

ESSENTIAL FUNCTIONS:

Architectural Design and Construction:

- Prepares architectural designs and construction documents for interior and exterior building construction, restoration, and remodeling projects and coordinates with other design disciplines (consultants and City staff) on their portions of projects. Architectural design includes identifying and recording existing building conditions, developing a design program, and creating schematic design and design development drawings.
- Coordinates and reviews consultants' preparation of architectural designs and construction documents.
- Prepares construction document specifications; provides product research and evaluation.

Construction Administration Services:

- Provides construction administration services for interior and exterior building construction, restoration, and remodeling projects, which includes reviewing shop drawings, attending project meetings, making field inspections, and closing out projects to assure compliance with the intent of the design and construction documents.
- Coordinates and monitors consultants' construction administration services.

Additional Duties:

- Prepares and reviews consultants' project cost estimates and time schedules and monitors project costs, schedules, and quality control.
- Provides detailed project budgets and tracks and maintains budgets throughout the course of construction.
- Supervises the activities of engineering technicians, bridge and building inspectors, and consultants, including assigning, directing, and inspecting work.
- Performs other related duties as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Professional Bachelor's Degree in Architecture OR a Bachelor of Science in Architectural Studies (B.S.A.S.). Degree from an accredited college or university.
2. Two years of professional architectural projects experience that included extensive use of CADD.
Equivalent combinations of education and experience may be considered.
3. Valid driver's license at time of appointment and throughout employment.
4. Residency in the City of Milwaukee within six months of appointment and throughout employment.

IMPORTANT NOTE: *College transcripts are required and must be received within three business days after the application period closes. College transcripts may be attached to the application, sent to staffinginfo@milwaukee.gov, or sent to Box ADII, Department of Employee Relations, City Hall, Room 706, 200 E Wells St, Milwaukee, WI 53202. Student copies are acceptable. Only applications with transcripts will be considered; applications without transcripts will be rejected.*

Architectural Designer II

DESIRABLE QUALIFICATIONS:

- A State of Wisconsin Architect license.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- ◆ Knowledge of architectural design principles and techniques.
- ◆ Knowledge of the materials, methods, and tools involved in building and construction.
- ◆ Knowledge of public safety and federal, state, and local laws pertaining to building construction, such as the ADA.
- ◆ Knowledge of business and management principles.
- ◆ Ability to read and interpret work-related documents.
- ◆ Ability to prepare precision technical plans, blueprints, drawings, and models.
- ◆ Ability to approach design challenges in a creative manner.
- ◆ CADD proficiency.
- ◆ Skill in using word processing and spreadsheet software.
- ◆ Leadership ability as well as supervisory and delegation skills.
- ◆ Oral and written communication skills.
- ◆ Ability to build and maintain effective working relationships with staff, consultants, and City leaders.
- ◆ Customer service skills.
- ◆ Project management skills and the ability to effectively plan and organize work, manage multiple priorities, and accomplish goals in a timely manner.
- ◆ Ability to work in fast-paced environment and remain poised under pressure.
- ◆ Quantitative reasoning skills.
- ◆ Analytical and problem-solving skills.
- ◆ Decision-making skills and sound judgment.
- ◆ Stewardship regarding City resources, honesty, and professionalism.
- ◆ Physical ability to perform project field inspection, including climbing on ladders or scaffolding for above and below grade conditions.

CURRENT PAY RANGE (2GN): \$50,206-\$70,295 annually with excellent benefits. Recruitment is at \$56,941.

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.

The examination will be held as soon as practical after **June 7, 2013**. 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.

APPLICATIONS and further information may be obtained in person or via mail from the City of Milwaukee Department of Employee Relations, 200 E Wells St, Room 706, Milwaukee, WI 53202-3554, from www.milwaukee.gov/jobs, or by calling 414.286.3751.