CLASS TITLE: **Supervising Architect**

CHARACTERISTICS OF THE CLASS: Under general supervision, the class supervises an architectural section engaged in the planning and design of construction and renovation projects of a moderate to large scale; and performs related duties as required.

ESSENTIAL DUTIES: Confers with consultants and in-house architectural staff to establish design criteria, project schedules and cost estimates for architectural projects; meets with client departments to discuss needs for additional space or renovation of facilities; assigns design projects to staff and reviews completed design plans ensuring compliance with project scope, space and usage requirements and other design criteria; reviews and approves architectural plans, drawings and construction documents prepared by architectural consultants ensuring adherence to established design criteria, contract specifications, building and zoning codes, and city and funding source standards and requirements; monitors work in progress during construction phase to ensure compliance with project schedules, contract specifications and budgets; supervises or personally analyzes and resolves complex architectural design problems; reviews project change orders for appropriateness and to ensure adherence to city standards; approves payment to contractors for work completed; supervises the payment process and approves partial and final payments to contractors ensuring payment requests reflect completed work according to contract specifications; supervises the review of building construction and renovation plans of developers applying for building permits for compliance with building code requirements; supervises the preparation of various administrative and technical reports regarding the status of projects.

RELATED DUTIES: May represent the city at community meetings and to businesses affected by construction and renovation projects.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor’s degree in Architecture or a directly related field supplemented by five years of progressively responsible professional architectural experience, including two years of supervisory experience, or an equivalent combination of training and experience, provided that the minimum degree requirement is met.

Registration as a Professional Architect (R.A.) in the State of Illinois is required.

Knowledge, Abilities and Skill. Considerable knowledge of the
principles and practices of architectural planning and design. Considerable knowledge of the municipal building code. Considerable knowledge of architectural design software packages. Considerable knowledge of advanced mathematical principles. Considerable knowledge of construction and architectural materials.

Ability to assign, supervise and monitor the work of professional architects. Ability to analyze and resolve complex architectural design problems. Ability to effectively monitor the timeliness of construction and renovation projects. Ability to establish and maintain effective working relationships with consultants and staff in operating departments.

Considerable skill in the application of architectural design methods and techniques. Considerable skill in preparing complex architectural drawings and plans. Considerable advanced technical math skills. Good skill in planning, organizing and monitoring complex architectural projects. Considerable analytical skills. Good supervisory and management skills. Excellent oral and written communication skills.

Physical Requirements. Ability to access work sites during various stages of construction or renovation.


Equipment. Field surveying equipment. CAD system. Standard office equipment including personal computers.

Note: While the list of essential duties is intended to be as inclusive and possible, there may be other duties which are essential to particular positions within the class.

July, 2002
City of Chicago
Department of Personnel