



Code: 5410

Family: Planning and Urban Development
Service: Operation and Construction
Group: Engineering, Designing, and Structural
Series: Architectural

CLASS TITLE: COORDINATING ARCHITECT

CHARACTERISTICS OF THE CLASS

Under direction, the class coordinates and supervises the work of an architectural section responsible for the planning and design of a broad range of construction and renovation projects OR functions as a project manager for large scale architectural projects of considerable scope and complexity, and performs related duties as required

ESSENTIAL DUTIES

- Oversees consultants and supervises in-house architectural staff engaged in establishing design criteria, project schedules and cost estimates for architectural projects
- Confers with senior managers in client departments to discuss the need for new construction, expansion or renovation of municipal facilities
- Reviews completed design plans of staff and private consultants to ensure compliance with project specifications, space and usage requirements, building and zoning codes and funding guidelines
- Supervises and conducts visits of field sites to monitor work in progress and to ensure compliance with project schedules, contract specifications and budget guidelines
- Reviews project change orders for appropriateness and recommends approval according to adherence to established policies and procedures
- Approves partial and final payments to contractors ensuring that work is completed according to contract specifications and project timelines
- Interprets architectural plans to consultants and provides technical assistance to subordinate staff in resolving complex architectural design problems
- Coordinates and participates in design, progress and pencil pay applications meetings
- Supervises the preparation of administrative and technical reports and generates comprehensive summaries of current and completed projects
- Plans and implements work standards and evaluates the performance of architectural staff
- Conducts and facilitates staff training on new or modified plan review processes and procedures
- Represents the city at community meetings and to businesses affected by construction and renovation projects, as required

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Architecture plus five (5) years of professional architectural work experience in the planning, coordination and development of major architectural projects, of which three (3) years are in a supervisory role related to the responsibilities of the position, **OR**
- Graduation from an accredited college or university with a Master's degree or higher in Architecture plus four (4) years of professional architectural work experience in the planning,

coordination and development of major architectural projects, of which three (3) years are in a supervisory role related to the responsibilities of the position

Licensure, Certification, or Other Qualifications

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

WORKING CONDITIONS

- General office environment
- May be exposed to outdoor weather conditions and work sites with uneven terrain

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)
- Field survey instrumentation

PHYSICAL REQUIREMENTS

- Ability to stand or sit for extended periods of time

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Advanced knowledge of:

- *principles and practices of architectural planning and design
- *the use of construction and architectural materials
- *applicable mathematical principles and applications

Considerable knowledge of:

- *computer aided drafting and applicable software programs
- *management and supervisory principles, methods and practices

Moderate knowledge of:

- *building permit policies, procedures and regulations

Knowledge of applicable City and department policies, procedures, rules, regulations

Other knowledge as required for successful performance in the Architect IV class

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions

- TIME MANAGEMENT – Manage one's own time or the time of others
- *MONITORING – Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- JUDGEMENT AND DECISION MAKING – Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Architect IV class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS – Apply general rules to specific problems to produce answers that make sense
- VISUALIZE - Imagine how something will look after it is moved around or when its parts are moved or rearranged
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- REACH CONCLUSIONS – Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other abilities as required for successful performance in the Architect IV class

Other Work Requirements

- LEADERSHIP – Demonstrate willingness to lead, take charge and offer opinions and direction
- ATTENTION TO DETAIL – Pay careful attention to detail and thoroughness in completing work tasks
- INNOVATION – Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING – Analyze information and using logic to address work or job issues and problems

Other work requirements as required for successful performance in the Architect IV class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.