

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: July 26, 2017

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: DAN TARWATER, SECRETARY

SUBJECT: 7. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS: 1

NEW

1. Project Architect

The above classification specifications were created at the request of the department.

RECOMMENDATION

The City recommends approval of the new classification specifications.

PROJECT ARCHITECT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Leads, oversees and participates in the more complex and difficult architectural work involving the design and construction of public works projects; prepares architectural plans and specifications; acts as a project lead on assigned projects; and performs a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This class performs professional level architectural work requiring state registration. It is distinguished from the Architectural Project Manager in that the latter class functions as first-line supervisors.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory or management staff.

May act as a lead worker, exercising functional or technical supervision, including scheduling and assigning tasks, providing guidance, ensuring work is completed according to proper procedure, monitoring work progress, and reviewing results.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Serves as a project lead; administers, monitors and participates in the design, construction, maintenance, and/or alteration of assigned architectural, landscaping and interior design projects.
2. Exercises professional architectural judgment in accordance with current accepted practices of architecture and applicable laws and codes.
3. Prepares and reviews contract specifications for various projects; reviews consultant plans and specifications; coordinates activities with in-house staff and external consultants; participates in meetings and discussions with representatives from other departments and outside organizations.

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4. Assists and participates in the procurement process including researching materials, equipment, and vendors; assists with preparing pre-bid materials and defining scope of work and specifications; participates in contract negotiation, preparation and administration.
5. Oversees, directs and reviews the work of lower level architectural staff; establishes design criteria to be used by project staff and outside consultants. Verifies work for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
6. Conducts periodic on-site observation of work in progress to ensure contract compliance; develops cost estimates and project schedules; monitors project budgets, financial transactions, expenditures, and identifying and reporting potential financial overruns and variances at an early stage. Prepares reports on actual and estimated expenditures.
7. Trains assigned employees in their areas of work in architectural methods and techniques and in the set up and use of equipment.
8. Produces technical project illustrations, layouts and designs; documents transmittal of project design data, samples, designs, plans and presentations; prepares preliminary and final design reports; maintains records of activities.
9. Reviews and provides revisions of a variety of contracts, plans, drawings, and related documents and contracts, requiring the use of architectural knowledge and training.
10. Assembles data, and prepares routine project reports; provides information on projects to outside professional consultants; reviews and responds to consultant correspondence; prepares special reports.
11. Attends seminars and training courses to stay abreast of current trends in architecture, landscape architecture or interior design, depending on assignment; read trade publications.
12. Reviews and evaluates consultants' performance and participates in evaluations of consultant Statement of Qualifications.
13. Attends Planning Commission meetings and sessions of various committees, council and public outreach meetings as directed by management staff; make presentations on projects.

Marginal Functions:

1. Prepares applications for state and federal funding of projects; participates in various grant presentations as required.
2. Performs related duties and responsibilities as required.

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QUALIFICATIONS

Knowledge of:

Fundamentals of architectural, engineering, interior and landscape design concepts.
Interpretation of architectural, engineering, interior design and landscape plans and specifications.
Project Management methods and practices for planning, budgeting, scheduling, monitoring performance and evaluating results.
Operational characteristics of computer and plotting equipment and tools.
Design schematics, site plans and architectural drawings.
General building materials, costs and methods.
Applicable local, state and federal laws, codes, and regulations.
Research methods and technical report writing.
Terminology, methods, practices and techniques used in technical architectural report preparation.
Instruments, materials and tools for drafting and drawing.
Computer graphic programs.
Procedures, processes and methods used in hand and computer design.
City and departmental policies and procedures.

Skills in:

Managing architectural projects.
Coordinating and administering professional service contracts.
Developing, reviewing and modifying complex architectural plans, designs and specifications.
Understanding, interpreting and applying applicable building codes.
Preparing and maintaining technical architectural records and preparing complex comprehensive reports.
Writing clear and concise reports.
Sketching and drawing designs and drafts using a variety of media.
Performing technical research and solve multi-disciplinary architectural problems.

Ability to:

Plan, assign, and coordinate the work of project staff and outside consultants.
Ensure project compliance with appropriate federal, state and local laws, codes and regulations.
Follow oral and written instruction.
Manage multiple assignments and meet deadlines.
Work independently with minimal supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.

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Competencies:

Core Workforce Competencies

Professionalism – Demonstrates core values by being honest, respectful and positive.

Effective Communication – Expresses verbal and written thought in a clear and understandable manner.

Customer Focus – Demonstrates genuine concern and satisfies external and/or internal customers based on the CLV core purpose and values.

Adaptability – Able to effectively modify behavior to suit changing workforce demands.

Problem Solving – Solves problems by considering all causes, solutions and outcomes.

Productive Partnerships – Develops, maintains and strengthens partnerships with others.

Technical and Safety Expertise – Possesses a depth of knowledge, skill and ability in a technical (job) area.

Experience and Training Requirements

Experience:

Three years of responsible technical experience in architectural design.

Training:

Bachelor's degree from an accredited college or university with major in architecture, interior design, landscape architecture or a field related to the essential functions.

License, Certificate and Special Requirements

Possession of appropriate, valid driver's license on the date of application, and maintenance thereafter.

Possession of an appropriate, valid certificate of registration as a professional architect in any state on the date of application, and acquisition of certification as a professional architect in the state of Nevada within six months of the date of appointment, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Location: Office, field and construction site environments; travel to construction sites.

Hazards: Exposure to computer screens, some exposure to inclement weather and hazards of construction sites.

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Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking, standing or sitting for extended periods of time;*
- *Moderate lifting; and*
- *Operating assigned equipment and vehicles.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing;*
- *Distinguishing colors and shapes;*
- *Operating assigned equipment; and*
- *Using drafting tools and materials.*

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

SB
NEW 6/26/17
FLSA& City: nonexempt
CSB 07/26/17