

SCHOOL DISTRICT OF ALACHUA COUNTY

ARCHITECT, STAFF

JOB DESCRIPTION

FLSA:	Exempt	BARGAINING UNIT ELIGIBILITY:	No
PAY	30	SALARY SCHEDULE:	Professional/Technical
GRADE:			

QUALIFICATIONS:

- (1) Bachelors degree from an approved accredited educational institution with major course work in architecture.
- (2) Registration or eligible for registration as an architect in the state of Florida.
- (3) Minimum of five (5) years experience in architectural planning of school facilities.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of Florida school laws and regulations as well as local School Board policies and procedures. Knowledge of principles and practices of architecture as they relate to the design and construction of school facilities. Ability to generate and interpret construction documents, surveying notes and other diagrams. Ability to interpret and communicate construction methods, practices and materials to construction personnel, suppliers and government officials. Skill in the use of Computer-Aided-Drafting and related equipment. Knowledge of mathematics and its application to construction computations. Ability to calculate quantities and material estimates.

REPORTS TO:

Manager -- Facilities Planning

JOB GOAL

To provide architectural planning, design and technical implementation of facilities in the public school system.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- *(1) Perform design, drafting and other architectural assignments including working drawings and specification writing for additions and renovations to school facilities.
- *(2) Coordinate design work of outside professional firms performing work for the School Board.
- *(3) Perform and coordinate technical review of construction documents used on district projects.
- *(4) Work with city, county and state agencies during the planning of school construction products.
- *(5) Perform architectural research projects for department.

ARCHITECT, STAFF (Continued)

- *(6) Assist in the districtwide Educational Plant Survey as required by the Department of Education.
- *(7) Maintain as-built drawings on past and present construction projects.
- *(8) Monitor and update records concerning F.I.S.H. report and site plans for each facility.
- *(9) Adhere to applicable safety standards.
- *(10) Attend all staff meetings and workshops.
- *(11) Assist with maintaining a clean and orderly environment.
- *(12) Be knowledgeable of and adhere to Board policies and departmental procedures.
- *(13) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- *(14) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- *(15) Demonstrate initiative in the performance of assigned responsibilities.
- *(16) Demonstrate support for the school district and its goals and priorities.
- *(17) Exhibit interpersonal skills as an effective team member.
- *(18) Follow attendance, punctuality and proper dress rules.
- *(19) Maintain confidentiality regarding school/workplace matters.
- *(20) Maintain expertise in assigned area.
- *(21) Manage time efficiently.
- *(22) Model and maintain high ethical standards.
- *(23) Participate in cross-training activities as required.
- *(24) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(25) Prepare all required reports and maintain updated and accurate records.
- *(26) Represent the District in a positive and professional manner.
- *(27) Respond to inquiries and concerns in a timely manner.
- *(28) Perform other duties as assigned.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 12

Adopted 10/19/10