



NEW: 07/01/2019  
 Submitted: 06/11/2019

JOB TITLE:	ARCHITECT
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8492
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Assumes responsibilities for directing and supervising the preparation of architectural plans and specifications for new and existing buildings; assists with the District's KETS program; conducts site visits and attends progress meetings to coordinate the architectural requirements for all assigned construction projects insuring that they meet or exceed all regulations; and assists other entities within JCPS with architectural expertise.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Directs the work of architectural and engineering consultants in the preparation of contract documents for new construction and renovation work
- Provides architectural design as required by District needs for implementation by Jefferson County Public Schools construction forces
- Serves as a staff resource person to the Director of Facility Planning and Mechanical/Electronic Maintenance in reviewing plans and specifications for construction projects
- Conducts periodic site visits and attends project progress meetings to coordinate the work being done
- Reviews and authorizes change orders and payment requests with the Director Facility Planning and Mechanical/Electronic Maintenance
- Assists the project team by ensuring compliance with all local, state, and federal codes, regulations, and requirements
- Assists other support units with drawings and specifications, cost estimates, and material evaluation for work administered by the units of buildings and grounds, general maintenance and renovations, and mechanical and electronic maintenance
- Performs other duties as may be assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

**PHYSICAL DEMANDS**

The work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping, fine manipulations, and pushing and pulling of arm controls. The work requires being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases. The work requires the use of feet for repetitive movements.

**MINIMUM QUALIFICATIONS**

- Bachelor's degree in Architecture
- Minimum of five (5) years architectural experience
- Current professional architectural registration in the Commonwealth of Kentucky
- Effective communication skills

DESIRABLE QUALIFICATIONS
Excellent oral and written communication skills
Ability to work well with others
Ability to utilize CAD systems
Knowledgeable of the construction process as it relates to construction techniques and administration
Experience in a diverse workplace