

DESCRIPTION: Under administrative direction, supervises, directs, and coordinates the implementation of large scale capital construction and improvement projects or programs for a state agency, as needed, leads/supervises assigned project staff and oversees other professionals; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This class is distinguished from the Facilities Construction Coordinator class series by requirement of registration as a professional architect in the State of Nebraska in order to stamp and sign technical documents and render professional architectural services. Capital construction and improvement programs are large in size and highly complex which requires a thorough knowledge and background in architecture beyond projects assigned to incumbents in the Facilities Construction Coordinator series. Positions may exercise full supervisory authority over assigned staff, or may serve as the professional in charge of assigned programs and projects.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Prepares or oversees preparation of technical documents including architectural, mechanical and electrical design drawings and specifications, bidding documents, and construction contracts and schedules.

Coordinates and reviews work performed by private consultants and contractors; provides overall construction surveillance of technical elements and in-progress status of projects.

Administers contracts for and oversees or performs the inspection of construction and/or modification of capital facilities projects.

Prepares recommendations, applications, forms, and reports concerning proposed and in progress capital improvements for review by appropriate authorities.

Advises staff members of other divisions or agencies on matters pertaining to architectural project management activities and technical problems.

Supervises assigned project staff, as needed, engaged in all phases of architectural design.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed at entry level to perform the work assigned.)

Knowledge of: the theories, principles and practices of architecture and construction administration; project management methods and practices for planning, budgeting, scheduling, monitoring performance, and evaluating results.

Ability to: interpret technical data; prepare technical reports; determine the approach to use for completion of a project; plan, organize, and direct professional, skilled, and semi-skilled level workers; interact with staff, outside workers, and groups to maintain cooperative relationships, establish priorities, solve problems, and build work teams; communicate technical material to non-technical audiences.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Professional degree in architecture or architectural engineering and four years of experience in architectural planning, design or engineering, three years of which have been in a supervisory position; four years of experience in construction and/or inspection of construction of large scale projects; registration as a professional architect in Nebraska.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

Positions in this class must comply with all statutes and Nebraska Administration Code relating to the State of Nebraska Engineers and Architects Regulation Act, including, but not limited to Neb. Rev. Statutes 81-3401 through 81-3455, with particular emphasis to 81-3420 and 81-3421.

SPECIAL NOTE:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).