

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

ARCHITECT

POSITION CODE: 01440
Effective: 07-01-08

DISTINGUISHING FEATURES OF WORK:

Under general direction, performs professional architectural duties including overseeing the work of a group of Project Designers or serving as a project coordinator for comprehensive architectural or structural projects; completes highly specialized and complex assignments in planning, designing, specification writing, environmental analysis, code analysis, construction supervision, and field inspections.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Plans, assigns and reviews design work performed by Project Designers and others; checks and oversees complete drawings and specifications to ensure accuracy and completeness; confers with state staff as to their requirements as related to plans under development.
2. Functions as an architectural specifications specialist, including providing details as to method of construction workmanship, materials to be used, extent of work to be done by each trade and completeness of specifications in terms of legal requirements.
3. Confers with agency head to discuss needs concerning proposed new construction and/or remodeling; makes preliminary surveys and develops preliminary plans for such work; makes tentative cost estimates and prepares, for budget purposes, capital outlay sketches and estimates for future development of state properties; cooperates with associate architects on new construction and alterations and functions as liaison agent with agency representatives and division personnel.
4. Conducts code analyses and reviews; provides assistance to field staff conducting site inspections; inspects completed projects, projects under construction, or existing facilities subject to various state licensure rules for conformance with specified codes and standards; provides technical consultation and assistance to professional staff and other groups as necessary or requested; carries out special assignments involving highly technical problems or sensitive issues.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

ARCHITECT (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires possession of a valid Illinois certificate as a registered architect.

May require education and experience specific to the field of historic architecture or preservation, such as one year of full-time professional experience applying the theories, methods, and practices of architecture to the identification, evaluation, registration, documentation, and treatment of historic properties in the United States and its territories; and completion of products or activities that demonstrate the successful application of acquired proficiencies in the discipline to the practice of historic preservation.

Knowledges, Skills and Abilities

Requires thorough knowledge of the theory, principles and practices of architecture.

Requires thorough knowledge of building construction practices, building materials, and trades capabilities and construction.

Requires extensive knowledge of state construction regulations.

Requires extensive knowledge of state government organizations especially as they relate to physical plant facilities.

Requires ability to communicate architectural themes effectively to nonarchitect parties without utilizing technical jargon.

Requires ability to independently evaluate project elements and make sound architectural decisions.

Requires ability to prepare economic data to reflect impact of construction trends on overall costs.

May require ability to oversee the activities of project designers and others engaged in the development of architectural plans for state building and/or renovation projects.