

## Architect - Career Ladder

	<b>Architect</b>	<b>Senior Architect</b>	<b>College Architect</b>
<b>Grade:</b>	<b>29</b>	<b>31</b>	<b>35</b>
<b>Job Class Level</b>	Professional level architecture work	Advanced professional level architecture work	Management level architecture work
<b>Education (Minimum)</b>	Bachelor or Architecture	Bachelor of Architecture	Bachelor of Architecture
<b>Yrs. of Experience (Minimum)</b>	3 years as a staff architect after obtaining a Maryland architect license.	4 years as a project architect after obtaining a Maryland architect license.	5 years as a project architect after obtaining a Maryland architect license.
<b>Certifications (Required)</b>	Maryland Board of Architect license. LEED Green Associate	Maryland Board of Architect license. LEED Green Associate	Maryland Board of Architect license. LEED Green Associate
<b>Training (Required)</b>	None	None	None
<b>Knowledge (Required)</b>	In-depth knowledge of architectural principles, practices, concepts and techniques. In-depth knowledge of mechanical, electrical and plumbing systems in buildings. Substantial knowledge of sustainability, building sciences, building envelop, energy conservation, life cycle cost analysis, building life safety and ADA codes. Knowledge of project fund and budget administration. Knowledge of various technologies including REVIT and CAD, GIS, Bluebeam Revu, Creative suite and Office suite software.	Extensive knowledge in full spectrum of architectural principles, practices, concepts and techniques. In-depth knowledge of mechanical, electrical and plumbing systems in buildings. Substantial knowledge of sustainability, building sciences, building envelop, energy conservation, life cycle cost analysis, building life safety and ADA codes. Knowledge of project fund and budget administration. Knowledge of various technologies including REVIT and CAD, GIS, Bluebeam Revu, Creative suite and Office suite software.	Advanced knowledge of the full spectrum of architectural principles, practices, concepts and techniques as applied to the planning, design and construction of facilities. In-depth knowledge of mechanical, electrical and plumbing systems in buildings. Substantial knowledge of sustainability, building sciences, building envelop, energy conservation, life cycle cost analysis, building life safety and ADA codes. Knowledge of project fund and budget administration. Knowledge of various technologies including REVIT and CAD, GIS, Bluebeam Revu, Creative suite and Office suite software.
<b>Role Summary</b>	<ul style="list-style-type: none"> <li>• Provide professional architectural services associated with planning, design and construction of College facilities.</li> <li>• Execute in-house design projects and project management for assigned projects involving space planning and design, signage, and administration of small scale architectural/engineering, maintenance/repair and construction contracts.</li> <li>• Participate in project review meetings.</li> <li>• Update and maintain master as built/record documents and related building information systems, resources and documentation.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide professional architectural services associated with planning, design and construction of College facilities.</li> <li>• Perform architectural, engineering design and project management services for assigned projects including supervision of in-house designers, technical review for outsourced design services and oversight of maintenance of the Facilities Information System.</li> <li>• Communicate and coordinate with the space planner.</li> <li>• Participate in project review meetings.</li> <li>• Update and maintain master as built/record documents and related building information systems, resources and documentation.</li> </ul>	<ul style="list-style-type: none"> <li>• Supervise in-house designers and consultant design efforts.</li> <li>• Provide professional architectural services associated with planning, design, and construction of College facilities.</li> <li>• Oversee maintenance of master as built/record documents and related building information systems, resources and documentation.</li> <li>• Address more complex matters and resolve matters outside of guidelines.</li> </ul>
<b>Level of Autonomy</b>	Under moderate supervision	Under general supervision	Under periodic supervision

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<b>Core Functions</b>	<ul style="list-style-type: none"> <li>• Execute in-house design projects.</li> <li>• Provide advice/guidance of campus building, space planning and design efforts.</li> <li>• Meet with code officials.</li> <li>• Review construction documents for conformance with design standards.</li> <li>• Solicit and negotiate sub-consultant fee proposals.</li> <li>• Verify the accuracy of submitted invoices from outside A/E or contractors and provide recommendations.</li> <li>• Design and implement college-wide signage projects.</li> <li>• Administer small scale architectural/engineering, maintenance/repair and construction contracts.</li> <li>• Update and maintain master as-built/record documents.</li> <li>• Maintain the GIS.</li> </ul>	<ul style="list-style-type: none"> <li>• Execute in-house design projects.</li> <li>• Prepare construction documents for assigned in-house construction projects.</li> <li>• Provide advice/guidance of campus building, space planning and design efforts.</li> <li>• Meet with code officials regarding in-house design projects when permitting is required.</li> <li>• Review construction documents produced by A/E consultants for conformance with design standards.</li> <li>• Solicit and negotiate sub-consultant fee proposals.</li> <li>• Verify the accuracy of submitted invoices from outside A/E or contractors and provide recommendations.</li> <li>• Meet with prospective clients to gather functional requirements and prepare feasibility studies. Provide findings to College Architect and provide cost estimates for probable budget impact</li> <li>• Assist in management of in-house construction projects.</li> <li>• Assist College Architect to identify and make assessments to various projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee and execute in-house design projects.</li> <li>• Delegate work assignments.</li> <li>• Prepare architectural, engineering designs and specification documents and reviews drawings and specifications during all phases of design and review.</li> <li>• Prepare feasibility studies and pre-design consultation to determine facilities requirements and cost estimates.</li> <li>• Provide construction management and contract administration on construction projects and assists in planning in-house construction schedules and trades sequencing.</li> <li>• Review and verify documents. Sign-off on vendor invoices and payment requests.</li> <li>• Provide technical support and guidance to facilities management.</li> <li>• Identify training needs associated with building design trends, governing codes/laws, availability of new building material and technology.</li> </ul>
<b>Core Skills</b>	<ul style="list-style-type: none"> <li>• Service orientation</li> <li>• Project coordination</li> <li>• Creative thinking</li> <li>• Problem solving</li> <li>• Planning / coordination / organizing</li> <li>• Time management</li> <li>• Communicate effectively</li> <li>• Teamwork</li> <li>• Technology literacy: office suite software, ERP software, social media</li> </ul>	<ul style="list-style-type: none"> <li>• Service orientation</li> <li>• Project coordination</li> <li>• Creative thinking</li> <li>• Problem solving</li> <li>• Planning / coordination / organizing</li> <li>• Time management</li> <li>• Communicate effectively</li> <li>• Teamwork</li> <li>• Technology literacy: office suite software, ERP software, social media</li> </ul>	<ul style="list-style-type: none"> <li>• Project coordination</li> <li>• Resource management</li> <li>• Service orientation</li> <li>• Creative thinking</li> <li>• Problem solving</li> <li>• Planning / coordination / organizing</li> <li>• Time management</li> <li>• Communicate effectively</li> <li>• Teamwork</li> <li>• Mentoring</li> <li>• Technology literacy: office suite software, ERP software, social media</li> </ul>

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<b>Core Competencies (Proposed)</b>	<ul style="list-style-type: none"> <li>• Accuracy and thoroughness</li> <li>• Collaboration</li> <li>• Adaptable</li> <li>• Innovation</li> <li>• Planning and organizing</li> <li>• Problem solving</li> <li>• Respect</li> <li>• Integrity</li> <li>• Strive to learn</li> <li>• Communication</li> <li>• Service orientation</li> <li>• Anticipate stakeholders needs and take appropriate action</li> <li>• Professionalism</li> </ul>	<ul style="list-style-type: none"> <li>• Accuracy and thoroughness</li> <li>• Collaboration</li> <li>• Adaptable</li> <li>• Innovation</li> <li>• Planning and organizing</li> <li>• Problem solving</li> <li>• Respect</li> <li>• Integrity</li> <li>• Strive to learn</li> <li>• Communication</li> <li>• Service orientation</li> <li>• Anticipate stakeholders needs and take appropriate action</li> <li>• Professionalism</li> </ul>	<ul style="list-style-type: none"> <li>• Accuracy and thoroughness</li> <li>• Collaboration</li> <li>• Adaptable</li> <li>• Innovation</li> <li>• Planning and organizing</li> <li>• Problem solving</li> <li>• Respect</li> <li>• Integrity</li> <li>• Strive to learn</li> <li>• Communication</li> <li>• Service orientation</li> <li>• Anticipate stakeholders needs and take appropriate action</li> <li>• Professionalism</li> <li>• Leadership</li> </ul>

This document is not intended to provide a complete list of duties and responsibilities nor does it replace the Job Class Specification or Position Description. Movement through a career path is also based on position availability, funding and business need.