Architect

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
ARCHITECT I	2260	B22	$57,614 - $93,138
ARCHITECT II	2264	B24	$65,104 - $106,634
ARCHITECT III	2266	B26	$76,530 - $129,430
ARCHITECT IV	2268	B28	$92,600 - $156,612

GENERAL DESCRIPTION

Performs architectural work involving the design, space planning, and construction of, or renovation to, buildings or other structures.

EXAMPLES OF WORK PERFORMED

Designs the layout of architectural and/or construction projects.

Prepares design drawings, blueprints, records, and reports.

Prepares information regarding design, structure specifications, materials, color, equipment, estimated costs, and construction time.

Determines functional and spatial requirements of new structures or renovations.

Collects technical data, analyzes findings, and recommends specific programs or projects.

Helps estimate proposed construction costs.

May prepare consultant work order agreements.

May coordinate and monitor work projects.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level IV may also perform work listed within the previous levels.

***Note:** Factors that may distinguish between the journey levels include the degree of independence in performing the work and the complexity of the work and may include the employee's related experience, education, and certifications. Employees at the journey levels*

may independently perform the full range of work in the examples or may assist others in that work. Other factors may include the type, nature, scope, and complexity of the assigned project.

ARCHITECT I: Performs routine (journey-level) architectural work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may rely on direction from others to solve problems that are not standard and may assist others in performing work of greater complexity.

ARCHITECT II: Performs complex (journey-level) architectural work. Works under general supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may work more independently than those at the previous level and may routinely assist others in performing work of greater complexity. Employees at this level may provide architectural technical assistance to others and may:

- Plan the layout of architectural and/or construction projects.
- Conduct special studies for architectural or construction projects, reduce facts to specific findings, and recommend solutions.
- Conduct inspections for compliance with laws and specifications.
- Coordinate with consultants, architectural and construction firms, and governmental representatives to accurately depict project impacts.
- Monitor and review drawings and specifications prepared by consulting architects and engineers for conformance with prescribed standards, codes, and project goals and requirements; and develop and prepare consultant work order agreements.
- Make, coordinate, and review quantity and cost estimates.
- Prepare preliminary and final construction costs opinions and assist in establishing the size and scope of projects to meet budget parameters.

Note: *Any senior-level employee (levels III-IV) can serve as a team lead or supervisor; however, supervisory responsibilities within this job classification series will typically be found at level IV. Senior-level employees may perform the full range of work listed in the examples above and may coordinate or oversee that work for others. Factors that may distinguish between senior levels include the scope of responsibility and oversight, the complexity of the work performed, the scope and nature of the project, and the employee's related experience, education, and certifications.*

ARCHITECT III: Performs advanced (senior-level) architectural work. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Plan and coordinate highly complex and large in scope architectural, design, and construction projects, ensuring that codes, standards, and project requirements are met.
- Prepare administrative and technical reports.
- Evaluate inspection data for compliance with laws and specifications.
- Develop and prepare consultant contracts, advise and select consultants, and negotiate with consultants on fees as assigned.
- Perform data collection, evaluation, analyses, investigations, inspections, forecasts, and assessments associated with facility projects.

- Coordinate with contractors, construction managers, inspectors, project managers, and code officials; and conduct field observations of work in progress to assure contract compliance.

ARCHITECT IV: Performs highly advanced (senior-level) architectural work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may:

- Provide high-level technical assistance in architectural and construction management.
- Provide public presentations and training regarding various areas of design, including architectural history, public improvements, preservation, urban design, sustainability and building rehabilitation, as well as agency or program procedures and methods.
- Review and coordinate the progress of the design work of consultant architects, engineers and other architectural personnel to ensure that drawings and specifications are properly coordinated.
- Develop and implement departmental policies, procedures and administrative directives in accordance with applicable laws, ordinances, codes, standards, rules, regulations, and legislative policies and procedures by interpreting, explaining, monitoring, and evaluating the functional activities of the program area.
- Lead or participate as a key member on one or more major projects.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in architectural and construction management work. Graduation from an accredited four-year college or university with a professional degree in architecture or landscape architecture that meets the educational requirements for registration.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of architectural and design principles, techniques, and procedures; construction methods and/or management; engineering specifications related to design work; and mathematical applications.

- Skill in the use of architectural tools and in problem solving.

- Ability to visualize architectural designs; to apply architectural concepts; to plan, coordinate, and monitor projects; to conduct inspections; and to communicate effectively.

Additional for Architect II level

- Ability to oversee projects.

Additional for Architect III level

- Ability to serve as a lead worker providing direction to others.

Additional for Architect IV level

- Ability to oversee and/or supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

Must be registered as an Architect or Landscape Architect by the Texas Board of Architectural Examiners in accordance with Texas Occupations Code, Chapter 1051 or 1052, and Title 22, Texas Administrative Code, Section 1.21 or 3.21, as applicable.