



# OSCEOLA COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

<b>Position Title:</b> Architect		<b>Date:</b> June 2003; rev. 12/13/16
<b>Position Level:</b> 25 <b>May be assigned as:</b> 10-month, 11-month, or 12-month	<b>FLSA Status:</b> Exempt	<b>Job Code:</b>

### GENERAL DESCRIPTION

To oversee architectural responsibilities including but not limited to design and plan stages, contract documents, specifications, and in-house construction documents.

### KEY RESPONSIBILITIES

- To review contract documents for compliance with Florida Statutes and Florida State Building Code.
- To participate in research and development of latest design and construction techniques as applicable to school construction.
- To assist in the preparation and review of educational specifications.
- To prepare and review construction specifications.
- To develop and prepare in-house construction documents.
- To sign and seal in-house construction documents.
- To participate in the evaluation of architectural and engineering problems as they arise on existing campuses.
- To oversee and direct the CADD Specialist development of construction documents.
- To assist in the design of new and renovation facilities for the district.
- To oversee the activities of architects, engineers and other consultants in the design and planning stages of various projects in order to ensure compliance with applicable codes, regulations and specifications.
- To perform other work-related duties as assigned by Supervisor.

## CLASS SPECIFICATION

<b>Position Title:</b> Architect	<b>Job Code:</b>	<b>Position Level:</b> 25
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<b>KEY JOB REQUIREMENTS</b>	
<i>Formal Education:</i>	Bachelor's Degree in Architecture required, certificate of registration as an architect in the state of Florida preferred , or acquired within first year of employment.
<i>Work Experience:</i>	Minimum five (5) years experience in large institutional design projects, such as school buildings, experience with South Florida permitting process; i.e. county traffic/road requirements, South florida Water Management, local drainage district requirements, 6A-2, etc., ability to review the work of consultants and provide appropriate input regarding specific projects.
<i>Impact of Actions:</i>	Makes decisions and final recommendations, which routinely affect the activities of an entire facility or school. Position duties may include responsibility for developing strategic plans for one or more facilities or schools.
<i>Complexity:</i>	Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Supervision is present to establish broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to set objectives, coordinate activities within a department or to complete a project. Actions taken may be based on similar situation encountered in the past.
<i>Communications:</i>	Requires regular contacts to discuss issues of moderate importance and to respond to inquiries. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for making recommendations within one department in the areas of compensation, staff selection, disciplinary action, complaints, employee performance, appraisal, and similar supervisory duties. Plans, assigns and evaluates the work of subordinates for effective operations and results of the unit.
<i>Planning:</i>	Four to Twelve Months: Plan events that will occur during the year, and have some effect on the department's annual expenditures, and or revenues.
<i>Job-Related Knowledge and Skills:</i>	Advanced Professional Skills: The professional theory and practice of the level above, but applied at the advanced level of a "seasoned" professional. Requires extensive knowledge of their professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.
<i>Working Conditions/ Physical Effort:</i>	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.