

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 4668

ARCHITECT SUPERVISOR B

Abolished 9/15/06

DEFINITION

Manage a design division including planning, assigning, coordinating and supervising the functions of a professional staff of architects, drafting and engineering technicians; may supervise engineers.

DISTINGUISHING CHARACTERISTICS

Positions in this class are distinguished by responsibility for supervision of an engineering division of professional engineering/architectural subordinates.

TYPICAL WORK

Supervise the development, design, and final preparation of plans and specifications for construction of capital alterations and additions to existing and new facilities;

Establish work schedules and priorities;

Approve, reject or modify design concepts; meet with other departmental personnel on all matters pertaining to assigned professional staff;

In collaboration with other authorities, review and approve such documents as architectural, mechanical and electrical change orders, partial payment requests and the like;

Develop departmental policies, standards and procedures; assist administrative and other engineering staff in special studies, surveys and reports;

Initiate and maintain contacts with City, State and Federal officials, utility firms and other key personnel;

May serve as project manager of architectural projects involving expenditures of large sums such as complete alteration of an entire building floor, construction of a complete laboratory, installation of complex refrigeration systems;

Perform related duties as required.

MINIMUM QUALIFICATIONS

Certification as a registered professional architect with the State of Washington, including seven years applicable experience with two years supervisory experience.

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

Examination Requirements:

A job element examination (including written, E & T and oral components) scored on the basis of job related experience, training, skill, ability and other elements which are established through job analysis.

New Class: 3-7-73

Revise Class: 10-10-74

Revise MQ: 7-2-90