

SNOHOMISH COUNTY JOB DESCRIPTION

COUNTY ARCHITECT

Spec No.1022

BASIC FUNCTION

Provides professional and technical support to the division manager on the design and preparation of contract documents related to county capital construction projects. To provide professional and technical review of contract development, planning and design, scheduling and budgeting, contracting and evaluation of existing building renovations and new facilities construction.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Prepares and administers consultant contracts for architectural/engineering services, as necessary; serves as the owner's representative when working with consulting professionals to ensure adherence with county design specifications and operating requirements.
2. Coordinates project construction contracts as assigned; ensures compliance with all applicable laws, ordinances, statues and regulations including Equal Employment opportunity regulations; reviews and analyzes contractor claims for payments and recommends expenditures; reviews and approves project designs and construction documents on behalf of the county.
3. Performs in-house architectural services on designated projects; prepares architectural drawings on designated projects as required; certifies documents as a licensed professional architect; prepares building permit documents for submittal to appropriate building officials as required.
4. Participates in pre-construction conferences; participates in the preparation of project plans, schedules, timetables, cost estimates and budgets, as required.
5. Coordinates and monitors project construction work; prepares directives to contractors, contract change orders, special construction provisions and specifications, as necessary; maintains records of change agreements made during contract period; reads and reviews incoming field reports; monitors project costs and initiates action to prevent cost overruns and construction delays.
6. Assists the County's Office Space and Parking Review Team with master planning, design and development of future capital improvement projects.
7. Reviews each request for remodel, renovation or new construction for compliance with the County's adopted space standards; secures approval from the County's Office Space and Parking Review Team for recommended changes or adjustments to the County's Space Standards.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

8. Maintains complete and accurate records of construction activities and work progress; ensures that the county complies with the documentation requirements of various funding agencies; prepares and submits required reports.

STATEMENT OF OTHER DUTIES

9. Performs related duties as required.

MINIMUM QUALIFICATIONS

Registration as a professional architect in Washington State or in a state having a reciprocity agreement with Washington; PLUS" five (5) years of experience as an architect; PLUS, three (3) years of construction project management experience with large multistory buildings. Applicants qualifying through the reciprocity option must achieve registration in Washington State prior to appointment in this position. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the theory, principles and practices of architectural, civil, structural, electrical and mechanical engineering
- building construction methods and materials particularly as applied to multistory building construction, foundation explorations and structural steel work
- project management techniques and methods of including project planning and cost containment procedures
- relevant laws, ordinances, statutes and regulations

Ability to:

- prepare project plans, schedules, timetables, cost estimates and budgets
- prepare and interpret engineering plans and specifications
- read, interpret and apply relevant building codes and other laws, rules and regulations
- administer a variety of consultant and construction contracts
- coordinate project planning, design and construction activities with appropriate agencies and individuals
- plan, coordinate and supervise the work of subordinate level employees

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KNOWLEDGE AND ABILITIES (Continued)

- establish and maintain effective work relationships with various county officials, co-workers, outside consultants and contractors, officials of other agencies, and with the general public
- communicate effectively, both orally and in writing
- maintain complete and accurate records, and prepare required reports
- prepare contract change orders and other documents

SUPERVISION

The position reports to the Facility Planning and Development Manager. Duties are varied and individual exercises considerable discretion in planning projects and resolving administrative and technical problems within established departmental policies, budgetary limits, and accepted architectural and construction management practices. Performance is evaluated through conferences and the review of work performed.

WORKING CONDITIONS

The work is performed in the usual office environment, or at construction sites under various weather conditions. Work may involve climbing ladders and working at heights as well as within excavations. Individual may be exposed to moderately hazardous conditions. Individual may be required to work evenings, weekends, or holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: November 1989
Previous Spec No.210069
EEO: 2 - Professionals
Pay Grade: 111 – Management Exempt
Workers Comp: 1501 Hazardous