

City of Fort Worth, Texas Job Description

Classification Title	Architectural Services Manager		
Job Code:	MG1031	Job Family:	Management
Pay Grade	613	Date Created:	06/10/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Manages, supervises, prioritizes and assigns projects. Coordinates execution of “vertical” facilities projects for City departments. Mentors, trains and provides guidance to Architectural Services staff. Develops and implements procedures to expedite project delivery of facility design, renovation and construction projects.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Identifies project requirements; prioritizes, assigns and oversees project development of departmental coordination, programming, scope of work, budget, identification and implementation of next development step.
3. Leads and mentors subordinates in obtaining Small Business Enterprise goal and advertising requests for professional design services; and reviews and edits SOQ and RFP packages for advertisement and design services agreements.
4. Manages, participates and oversees design phases of various projects. Oversees permitting process.
5. Coordinates and oversees construction, construction contract, budget, change orders, progress meetings, conflict resolutions, punch list completion, warranty inspection and project closeout.
6. Oversees and participates in the development and administration of division budget; participates in identifying and forecasting funds needed for staffing, equipment, materials and supplies; monitors expenditures; allocates resources and reviews needs with management staff.
7. Serves as primary contact on issues and programs related to the division; functions as liaison for the Architectural Services Division with other divisions, departments, citizens and outside agencies. Negotiates and resolves issues.

8. Performs other related duties as required.
9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
10. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - City permitting process.
 - Architectural and engineering design principles.
 - Tools and equipment utilized for construction and installation of facilities and systems.
 - Municipal budget development and administration procedures.
 - Principles, practices, methods and techniques of construction engineering.
 - Principles and practices of architectural design.
 - Pertinent federal, state and local laws, codes and regulations.
- **Skill in:**
 - Computers and applicable software.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Prioritize and assign projects.
 - Mentor subordinates in professional and technical knowledge.
 - Supervise, train and evaluate performance.
 - Review and explain City procurement regulations and technical parameters.
 - Develop procedure and implement various design options.
 - Lead and coordinate with various groups.
 - Read and interpret construction drawings.
 - Prepare clear and concise administrative and financial reports.
 - Analyze problems, identify alternative solutions and project consequences.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's Degree in Architecture from an accredited college or university and five years of experience in managing facility planning, design, and construction programs with at least two years of administrative and supervisory experience.

OTHER REQUIREMENTS

Possession of or ability to obtain certification as a Registered Architect in the State of Texas.

Valid Texas Driver's license.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing and balancing.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.