



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

<i>Position Title:</i>	Architect II
<i>Payroll/Personnel Type:</i>	12 Month
<i>Reports to:</i>	Director of Architecture and Engineering

Position Summary:

The Architect II performs the duties required to prepare plans and specifications for the maintenance and modification of all Board of Education owned property.

Essential Functions:

- Review request for building maintenance or modifications that cannot be performed by the Maintenance division for various reasons and evaluate same; visit building or phone principal to ascertain more information about the requested maintenance or modification; determine a solution.
- Provide a cost estimate of the requested maintenance or modification; prepare plans and specifications for the bidding of the work to be accomplished; review bids and make recommendations.
- Oversee work to confirm that it is being performed per plans and specifications.
- Review necessary documentation such as a shop drawing, changes, etc.
- Sign pay request and other contract documents, such as change orders, substantial completion certificates, etc.
- Provide scope of work for non-board architects when required; coordinate the activities of non-board architects.
- Provide specifications for non-board architects; write standard specifications for materials and procedures and continually update information.
- Oversee presentations of products that are appropriate for use in the various Board of Education buildings.
- Perform other related duties or special projects.
- Perform other duties as assigned.

Experience:

- Requires a minimum of five years of experience in an architectural office environment in order to gain sufficient knowledge to perform the requirements of the position

Education:

- Bachelor's Degree in Architectural Design or related field
- Missouri State Architect's License

Knowledge, Skills, and Abilities:

- Apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions.
- Ability to interpret instructions furnished in written or oral form.
- Ability to effectively work and interact with others.
- Excellent personal computer skills using drafting and design software.



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Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee Date

Immediate Supervisor Date

Human Resources Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.