State College of Florida, Manatee-Sarasota
Job Description

Job Title: Architect
Reports to: Director, Facilities, Planning and Maintenance
FLSA Status: Exempt
Level: 214
Position Class:

Job Summary:
This position is responsible for assisting the Director, Facilities Planning and Maintenance by providing professional services in the development and design of specific construction projects, implementing College standards and procedures for facilities planning, construction and maintenance.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Prepares schematic, preliminary and final contract construction drawings and specifications for bidding on minor projects.


3. Directs College construction contract document review process.

4. Manages major College construction projects and coordinates involvement with program directors, faculty and staff.

5. Prepares information regarding design, specifications, materials, equipment, estimated costs and building time for construction projects.

6. Assists in the development of educational specifications (EDSPECS).

7. Plans layout of projects and integrates engineering elements into a unified design.

8. Assumes responsibility for interpretation of user needs in preparing workable drawings.
Job Qualifications:
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Bachelor’s degree from an accredited university required and five or more years’ related experience and/or training. Master’s degree preferred.

- **Supervisory Experience:**
  One or more years’ experience as a “lead” employee, with responsibility for scheduling and assigning work, training new employees, and assisting others with problems, is required.

- **Language Ability:**
  Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Ability to respond to technical questions and/or complaints from College leadership, customers, regulatory agencies, or members of the community.

- **Math Ability:**
  Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

- **Reasoning Ability:**
  Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with formulas, scientific equations, graphs, etc.

- **Computer Skills:**
  Working knowledge of word processing, spreadsheet, email, and internet software.

- **Certificates and Licenses:**
  Florida Architectural Registration - current

Responsibility for People and Property:
Develops and administers budgets for specific construction projects.

Responsibility for Communication:

- **Internal Contacts:**
  This position has routine contact with State College of Florida, Manatee-Sarasota staff.

- **External Contacts:**
  This position has routine contact with consultant architects and engineers, contractors, vendors, public agencies such as state DOE and Division of CC, and other representatives from other facilities (architects, engineers).
**Work Environment:**
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.

Occasionally exposed to work near moving mechanical parts, work in high, precarious places, fumes or airborne particles and outdoor weather conditions.

The noise level in the work environment ranges from moderate to loud.

**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.

While performing the duties of this job, the employee is routinely required to use manual dexterity and talk or hear. Frequently required to stand, walk, sit, and reach with hands and arms. Occasionally required to climb or balance, taste or smell, and lift up to 25 pounds. Special vision requirements include close, distance, and color vision, depth perception and ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and Goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Customer Service:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. **Grooming and Appearance:** State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. **Safety Awareness:** State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. **Attendance Standards:** State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. **Training:** State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.
7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<tr>
<th>Title</th>
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<td>Preparing Manager</td>
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