

## **ARCHITECTURAL SUPERVISOR**

### KIND OF WORK

Supervisory work in commercial, public, or military architectural building plans work within a large state facility.

### NATURE AND PURPOSE

An employee in this class has supervisory responsibility for the preparation of building design, specifications, estimates and expenditures necessary for the construction of new buildings and remodeling of existing ones so that they are adequately and safely completed. An employee may also administer repair and inspection projects, records of building supply costs, bidding applications, coding and zoning requirements which are approved, maintained and properly archived. Work is generally performed under the supervision of a facilities management unit. Performs other duties as required.

### DISTINGUISHING CHARACTERISTICS:

The Architectural Supervisor differs from the Landscape Architect Senior Supervisor in that the Landscape Architect Senior Supervisor serves as a supervisor over only programs and staff in landscaping programs maintained throughout the state. Landscape Architect, Seniors combine their work with engineers for the construction, development and easement acquisitions necessarily for rest areas, historical sites or other locations used by the public. Landscape Architect, Senior work is focused on the development and presentation of state park models and land beautification programs.

The Architectural Supervisor differs from the Landscape Architect Supervisor Principal in that, in addition to the duties of the Landscape Architect Senior Supervisor, the Landscape Architect Supervisor Principal reviews geometric layouts, site planning and architectural studies to determine compatibility with specific design criteria in rest areas, historical sites or other locations used by the public. Landscape Architect Supervisor Principals also direct the implementation of each program once the architectural planning is complete to ensure timely project development including completion of environmental documentation, instruction documents and compliance with equal opportunity/Affirmative Action policies and procedures.

### OPTIONS:

No options associated with this classification.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Direct and supervise staff so that effective and efficient architectural and facility operations are provided to the agency.

Coordinate and direct architectural studies which may include feasibility and sustainability designs to promote environmental and energy-efficient initiatives.

Develop and implement regular and standardized inspections of building construction and remodeling so as to provide safe, well-constructed and inspected buildings for use by humans and animals.

Coordinate and review design and construction plans and specifications to assure technical adequacy, compliance with design and space criteria.

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Review the work of project coordinators/architects to appropriate design themes implemented, and that projects designed in conformance to architectural principals and codes.

Meet with facilities managers, space planning specialists and materials managers to plan and schedule large facilities projects, office expansions, and remodeling projects.

To provide architectural stamp, signature, and registration number on appropriate plans and specifications completed for state buildings.

Consult with architect and engineering specialists to ensure that proper procedures are being followed on inspection and payment requests and authorize those payment requests to architect/engineering firms and contractors.

Assist in resolution of any disputes that may arise between parties to the contract or are impacted by any department project.

Request all survey, environmental impact information and coding requirements specific to a geographical area in relation to the development and construction of a building.

Assist in the development of an agency facilities maintenance program including updating project lists, handbooks and yearly budget allotments.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

##### Knowledge of:

Construction management, materials and equipment sufficient to develop and maintain budgetary controls over department resources.

Policies, regulations and guidelines of various federal and state agencies and their relationship to facilities or agencies in order to guide and recommend architectural design and remodeling projects are in compliance with appropriate statutes, codes and laws.

Request for proposal, bidding and contractor requirements in order to partner with non-public sector firms to complete building or remodeling projects.

Effective supervision, human resources policies, procedures and labor contracts sufficient to interview and select staff affirmatively, assign, schedule, direct, train, evaluate work performance, and discipline reporting program staff.

Structural, electrical and mechanical engineering sufficient to perform technical computations designs and estimates.

##### Skill in:

Oral communications sufficient to professionally interact with department managers to explain budgetary guidelines and the establishment of spending plans.

Architectural design and drafting to include cutting edge sustainability initiatives.

Analyzing and preparing request for proposal and bidding estimates in order to make sound proposal decisions.

##### Ability to:

Estimate materials, supplies, and equipment needs, and to maintain an adequate supply.

Establish a positive work environment by having an appreciation and awareness of cultural diversity and of commitment to the Affirmative Action Programs of the State of Minnesota.

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Maintain and record structural code licenses for the purposes of renewals of inspection or remodeling of buildings.

Inspect completed work to ensure conformance to specifications, standards, and architectural design models.

#### LEGAL OR LICENSURE REQUIREMENTS

An employee in this class must be registered with the Minnesota Board of Registration for Architects, Engineers, and Land Surveyors as a professional architect.

Est.: 1/82

T.C.:

Rev.: 2/20

Former Title(s):