

Job Class Profile: Architect

Pay Level: CG-43 **Point Band:** 1038-1081

| Factor | Knowledge | Interpersonal Skills | Physical Effort | Concentration | Complexity | Accountability & Decision Making | Impact | Development and Leadership | Environmental Working Conditions | Total Points |
|--------|-----------|----------------------|-----------------|---------------|------------|----------------------------------|--------|----------------------------|----------------------------------|--------------|
| Rating | 8 | 5 | 2 | 5 | 8 | 6 | 6 | 2 | 3 | |
| Points | 373 | 83 | 13 | 24 | 240 | 130 | 124 | 43 | 32 | 1062 |

JOB SUMMARY

The Architect performs responsible and complex professional architectural work in the field of planning and design associated with new and existing government buildings and services. Work involves responsibility to analyze and recommend solutions to architectural problems in relation to project function, economics, geographical location and site, structure, aesthetics, mechanical/electrical problems, adherence to building codes and applicable construction regulations.

Key and Periodic Activities

- Consults with clients (e.g. municipality, government department) to determine scope of work, user or project requirements, budget forecasts and limitations or restrictions and overall design parameters; visits sites as necessary to obtain first hand knowledge of projects and meet with clients.
- Performs program planning; reviews feasibility studies, cost estimates, preliminary drawings; final architectural working drawings, specifications and tender documents for assigned projects.
- Ensures project design conforms to National Building Code (NBC) and other applicable codes and regulations and general best practice.
- Plans and directs the collection of data, analysis and preparation of reports and recommendations.
- Provides technical advisory services to the department regarding architectural and integrated discipline aspects of building design.
- Analyzes and recommends solutions to architectural and integrated design problems in relation to program function, economics, geographical location, site and structure.
- Prepares costing forecast and consults with government departments and external consultants on appropriateness of model for building type, escalation, appropriateness of contingencies, geographical location and green building initiatives.
- Advises on the appointment of consultants; reviews project schedules and proposed fees.
- Participates in the contract administration aspects of projects and otherwise maintains close contact and involvement through the construction implementation stage, to perform interim and final inspections; approves change orders, contractor and consultant payments.
- Visits construction sites to ensure adherence to agreed time lines, activity space program,

Key and Periodic Activities

- specifications and approved design changes.
- Participates in departmental financial forecast updates.
- Participates in end of term evaluation of students.

SKILL

Knowledge

General and Specific Knowledge:

- Project management and architectural design techniques, procedures, and standards.
- Current trends and developments in the field of specialty/work.
- Regulations, legislation and green building technology.

Formal Education and/or Certification(s):

- Minimum: Graduate Degree (Masters) in Architecture and licensure to practice as an Architect in the province.

Years of Experience:

- Minimum: 6 to 7 years of professional experience.

Competencies:

- Ability to work/lead a multi-disciplinary team, and work independently.
- Project management.
- Ability to provide advice in applicable field.

Interpersonal Skills

- A wide range of interpersonal skills are used to listen to information, ask questions, provide routine information, communicate complex information and direction to others, facilitate meetings, gain the co-operation of others, negotiate contracts/agreements, instruct/teach/train and make formal presentations. Skills are most frequently used to interact with others in meetings, discussing with others project goals and how they will be achieved technically and logistically.
- Communications occur with a range of contacts, including peers, other employees, suppliers/contractors, supervisors/managers, students/trainees, executives and municipal government representatives, clients, the general public and professional associations.
- Most significant contacts are with internal department executive and senior management to provide update on projects and initiatives; municipal officials to provide update on projects; and external departmental executive regarding projects and interdepartmental initiatives such as Building Better Buildings.

EFFORT

Physical Effort

- The demands of the job do not result in fatigue, requiring periods of rest.
- There is occasionally a requirement to move/lift objects up to 10 lbs.

- Travel is occasionally required to attend meetings throughout the province.
- Regularly required to utilize a computer to perform work activities exercising constant fine finger/precision work.

Concentration

- **Visual and auditory** concentration is a regular requirement in the performance of office work such as reviewing designs for adherence to codes and best practices.
- There is **heightened alertness and awareness** required during site visits and during travel as hazards are not stationary.
- **Time pressures/deadlines and lack of control over work pace** are occasionally experienced as work is project based and answers need to be given to consultants and others so they can meet those deadlines. **Interruptions** occur on a regular basis.

Complexity

- Tasks tend to vary in complexity, requiring a range of skills and knowledge to complete activities.
- Tasks are regularly different but related, are well defined and can be addressed by following procedures or which have limited number of solutions.
- Constantly there are issues or problems that must be defined and analyzed and either practical solutions found or complex solutions developed. Typical complexities include dealing with small municipalities that have limited technical expertise; dealing with poor financial forecasts and unforeseen engineering costs. Solutions must be developed within regulations and codes, professional and technical standards, policies and procedures.
- Tasks are highly technical and can have strategic or policy significance.
- Can reference previous experience, practice documents such as the Canadian Handbook of Practice from the Royal Architectural Institute of Canada, co-workers, reference codes and standards, policies and procedures, and industry best practices.

RESPONSIBILITY

Accountability and Decision-Making

- Work is moderately to somewhat prescribed and controlled.
- Considerable independent action and decision-making is required.
- Provides architectural expertise across all government departments.
- Exercises a high degree of professional judgment when providing review comments directly to consultants and municipal authorities. Represents the department on several inter-departmental committees such as Better Buildings and Heritage Structures Policy.

Impact

- Work is somewhat prescribed and controlled.
- Decisions and/or advice/interpretations provided generally have an impact on department, outside the organization and on consultants and clients.
- Work tasks and activities impact information, facilities, finances, health and safety and corporate image. The most significant impacts are on project deadlines and costs.
- An error may cause a financial burden on a consultant, town government and department.

- Impacts can either negatively or positively impact on projects being completed and the future users of the projects/sites. Depending on the nature of the impact, errors could be found and solved quickly, or may have longer lasting impacts.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- May lead an internal team on a special project to review an issue or technical matter. Acts as a subject matter expert. May participate in student evaluations.

WORKING CONDITIONS

Environmental Working Conditions

- Required to use personal protection equipment and take personal protection measures when in the field/on-site.
- There is limited likelihood of serious injury or illness.
- Works mainly in an office setting but occasionally visits project sites. May be occasionally exposed to dirt/dust/garbage, odours, fumes, hazardous chemicals, dangerous heights/depths, awkward or confining spaces, wet or slippery surfaces, adverse weather conditions and travel.