

Family: Facilities and Operations

Level: PR6

Position Profile Title: Specialist 2-Project Architect

Salary Grade	Minimum	Midpoint	Maximum
6	\$60,288	\$82,860	\$105,420

PROFILE SUMMARY:

Positions in this job profile provide architectural and engineering expertise to design and management construction projects. They manage the preparation of complete construction documents, drawings and contracts. Position ensures compliance with federal, state, city and county regulations and requirements. This position requires an architectural degree.

DISTINGUISHING CHARACTERISTICS:

The distinguishing characteristic of the Specialist 2-Project Architect is the specialized degree required to design and manage construction projects.

PRIMARY POSITION RESPONSIBILITIES:

1. Provides day-to-day responsibility for the execution of the contract in accordance with the contract documents, plans, and specifications, including interview and selection of consultant and contractors, review of progress payments, and negotiation of change orders.
2. Serves as the primary University contact between the user, consultant, and contractor.
3. Oversees warranty work as needed to determine whether or not warranty work is required.
4. Ensures the preparation and maintenance of a master file of project documents, including plans, specifications, maintenance manuals, line diagrams, warranties, and special instructions through the completion of projects.
5. Coordinates and collaborates with internal external stakeholders and agencies to ensure safety and quality standards for all projects managed, including, but not limited to traffic control activities with Campus Police and the City of Corvallis, and local building officials regarding code requirements.
6. Ensures compliance with University policies, state and federal laws and regulations, contractual agreements and industry standards.

PROBLEM-SOLVING AND DECISION-MAKING:

Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Decisions have major implications on the management and operations of an area within a department; job may contribute to important strategy, operations, and business decisions that affect the department.

Decisions impact:

- Entire University
- Functions Across the University
- Department
- Direct Team
- Vendors/Suppliers/Contractors
- Other External Agencies and Institutions

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ACCOUNTABILITY:

Results are defined by college and university mission, vision and strategies; existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

RELATIONSHIPS WITH OTHERS:

Collaborates and interacts within the Dept/Unit, University Wide, and Externally to:

- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Persuade, gain cooperation and acceptance of ideas, or collaborate on significant projects.
- Resolve conflict, negotiate, or collaborate on major projects.
- Access and/or work with sensitive and/or confidential information.

TYPICAL REQUIREMENTS:

Bachelor's degree in Construction Engineering Management, Engineering, Architecture, or a closely related field.

Experience clarifying specification requirement for the design of facilities and construction documents.

Knowledge of state and local building codes is required.

DISCLAIMER:

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.