

JOB INFORMATION

Job Code	NC52A
Job Description Title	Campus Architect I
Pay Grade	FM14
Range Minimum	\$50,730
33rd %	\$60,870
Range Midpoint	\$65,940
67th %	\$71,020
Range Maximum	\$81,160
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	2/22/2023

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Design Management

JOB SUMMARY

Provides architectural management, support, and oversight of project scopes, budgets, contracts, designs, bidding, construction and compliance with codes and standards, and day-to-day operational and tactical aspects associated with various projects and facilities.

RESPONSIBILITIES

- Performs architectural design functions by preparing schematics, working drawings, and specifications for projects of a complex nature.
- Coordinates projects to include scheduling, budgeting, monitoring cost and resolving client issues.
- Selects and manages the services of architects, engineers, and consultants.
- Performs periodic construction inspections and prepares and distributes reports to appropriate personnel.
- Collects data for use in the formulation of university design standards and maintains approved design criteria and/or code compliance requirements.
- Coordinates and oversees the design and production of drawings and specifications with each of the required disciplines within the department.
- Coordinates with other units, internal and external, to receive and distribute estimates and bids of construction costs for user/client approval.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.
----------------------------	---

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	in Architecture required for Level I	And	0 years of	Experience in principles and practices of architectural design	

Substitutions Allowed for Experience: Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Familiarity with architecture staff, methods, practices and programs.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
DL NUMBER - Driver License, Valid and in State	Valid Driver's License;	Upon Hire	Required	And
Architect Certification	must be a Licensed Architect in the state of Alabama in order to promote to levels 4, 5, and 6 of the job family.	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting			X			
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking				X		
Hearing				X		
Repetitive Motions		X				
Eye/Hand/Foot Coordination		X				

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically and distinguish colors.