



JOB INFORMATION

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|-------------------------|----------------------|
| Job Code | NC52C |
| Job Description Title | Campus Architect III |
| Pay Grade | FM16 |
| Range Minimum | \$59,100 |
| 33rd % | \$72,900 |
| Range Midpoint | \$79,790 |
| 67th % | \$86,690 |
| Range Maximum | \$100,480 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 2/22/2023 |

JOB FAMILY AND FUNCTION

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|---------------|---------------------------------------|
| 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 | Degree in Architecture required | And | 3 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

Independently evaluates, selects and applies standard architectural techniques and procedures while using judgment when making minor adaptations and modifications.

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |
|------------------------------------------------|--------------------------------|------------|------------------|
| DL NUMBER - Driver License, Valid and in State | Valid Driver's License; | | 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 | | | |
| Extreme heat | | X | | | |
| Humidity | | X | | | |
| Wet | | X | | | |
| Noise | | X | | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Hazards | | X | | | |
| Temperature Change | | X | | | |
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

Vision Requirements:

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