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| | DATE April 28, 2003 - FINAL |
| JOB TITLE Architect | JOB CODE 5061 |
| FLSA STATUS Exempt | UNIT/DEPARTMENT Various |
| REPORTS TO: Various | SUPERVISES: Drafting Technicians |

POSITION SUMMARY:

Provides professional architectural and supervisory skills in the planning, design, and coordination of repair, remodeling, and construction activities.

POSITION KEY ACCOUNTABILITIES:

1. Prepares working drawings and specifications for construction modifications to laboratories, classrooms, offices, and buildings of the university to assure that the client's needs are met in the timeliest, efficient, and cost-effective manner. This includes architectural, mechanical, and electrical engineering design services.
2. Updates facility drawings to ensure that current information is on hand for future modifications to the existing facilities. Accurate background information is also a necessity for use in future construction projects.
3. Provides final inspection of all work performed to ensure that it is satisfactory and in compliance with all building codes and safety standards. Functional and aesthetic aspects of the project must also meet the client's needs.
4. Contacts vendors, manufacturers, and representatives of related fields to present up-to-date information on industry standards, innovations, and new products that relate to architectural services.
5. Answers questions related to the interpretation of the drawings and specifications for construction.
6. Provides field observations at appropriate points during the building process to ensure proper execution of the documents.
7. Provides work direction and guidance to personnel within the department. May lead projects and activities.
8. Performs other duties as assigned.

CERTIFICATIONS/SKILLS:

Registered by the Texas State Board of Architectural Examiners.

MINIMUM EDUCATION:

Bachelor's degree in Architecture.

MINIMUM EXPERIENCE:

Three years of direct related experience.

PHYSICAL REQUIREMENTS:

Exerts up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects.

SECURITY SENSITIVE: This job class may contain positions that are security sensitive and thereby subject to the provisions of *Texas Education Code § 51.215*