THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title University Architect
Title Code 04822
FLSA Status Exempt
Date Issued September 20, 1989 R

General Duties and Responsibilities

This class of positions encompasses professional architectural work and project management of the University’s Capital and Rehabilitation Construction program. There are three assignment levels within this class of positions. At each level a University Architect may sign and seal architectural drawings for which that individual has supervisory or preparatory responsibility, and may sign other official documents. All personnel perform related work.

General Work Tasks

Assignment Level I

Under general supervision, performs difficult and responsible architectural work as the following.

- Plans, assigns and reviews the work of subordinates.
- Prepares progress reports, may represent a college in its relations with Central Office or vice versa, contractors and their representatives, consultants, and the general public.
- Prepares or supervises the preparation of detailed drawings for rehabilitation, capital remodeling or repair of structures or installations.
- Prepares or supervises the preparation of, specifications, cost estimates, and estimates for quantities for furniture, furnishings and equipment in all areas of a college.
- Makes interpretative detail sketches or layouts of portions or aspects of architectural plans.
- Prepares, or supervises the preparation of, complete or final analyses of the spatial organization and efficient utilization of major sites and structures, or of the functional arrangement of interior units, utilities and appurtenances.
- Monitors preparation of construction documents and adherence to project program and budget for small maintenance or alteration projects.
- Develops designs of exteriors, facades, ornamental work, sculpture, grounds and walks, etc. of a complex nature.
- Gathers information for preparation of various programs, utilization studies, and equipment and space inventories.
- Meets with contractors, manufacturers’ representatives, consultants, College
Administrators, Central Office and in-house staff to review project details.

- Maintains and files reference materials for an architectural and interior resource library and sample collection. This may include project drawings, duplicating and distributing.
- Attends jobsite meetings when necessary.
- Makes periodic field inspections and final inspections as necessary.
- Reviews and comments on change orders.

**Assignment Level II**

Under direction, with wide latitude for the exercise of independent judgment or action, performs highly difficult and responsible architectural work as the following:

- Serves as a consultant on major architectural matters of the college.
- Directs very complex and important research.
- Coordinates or supervises multi-disciplined architectural efforts on a major project.
- Generates original proposals and reports of a complex nature.
- Prepares initial capital budget submissions, including budgets and cost estimates.
- Applies in depth knowledge of legal matters related to architecture.
- Monitors preparation of construction documents and adherence to project program and budget for small maintenance or alteration projects.
- Supervises a special and difficult project.
- When necessary, performs the duties described under Assignment Level I for a limited period of time.

**Assignment Level III**

Under general direction, with wide latitude for the exercise of independent initiative and judgment is responsible for providing architectural related management services for projects of varied complexity for all phases of the planning, design, construction and occupancy such as the following:

- Coordinates all activities for projects assigned.
- Issues procedures for the project for conformance to required codes and regulations.
- Conducts project meetings with consultants.
- Acts as point of contact and liaison for the Office of Facilities, Planning and Management with the colleges, Central Office staff, and governmental agencies.
- Reviews projects designed by outside consultants or the Colleges.
- Monitors adherence to project budget and program.
- Monitors timely completion of project phases.
- Assures compliance with project specifications and quality requirements.
- Assists the Contracts Administration Unit in the preparation of bidding documents, advertisement and award of contracts.
- Attends job site meetings when necessary.
- Serves as a consultant on extremely complex and highly specialized architectural matters.
- Directs all aspects of extremely complex and important architectural projects.
- Recommends approval of contract payments when required.
- Makes periodic field inspections and final inspection as necessary.
- Reviews field reports.
- Reviews, recommends and/or approves change orders in accordance with procedures.
- May supervise lower level architects and the support staff.
- May incidentally perform duties described under lower assignment levels

**Qualification Requirements**

A valid New York Registration as an Architect and four years of fulltime experience in professional architecture work.

**NOTE:**

In addition, the candidates are required to have one year of project management experience for assignment Level II; and two years of project management experience for Level III. A graduate degree in a management field from an accredited college may be substituted for one year of experience for Level III.

**Direct Lines of Promotion**

FROM: University Assistant Architect (04821)  
TO: Assistant Chief Architect (04831)