



DISTRICT ARCHITECT AND PLANNING MANAGER

Position Summary

Coordinates and/or directly develops the District's technical efforts for planning and design. Provides professional architectural services, including programming, design, construction documents, bidding and construction administration for selected District facilities maintenance, repair and improvement projects. May be assigned a variety of professional duties such as architectural design, construction document review, construction inspection, project management, long-range planning, and other related work as assigned.

Supervisory Relationship

This position reports to the Director of Facilities.

Essential Functions

1. Provides a resource and leads planning efforts for District facilities and related functional needs, both current and long-range.
2. Performs a variety of complex professional architectural duties involved in the design, construction, and maintenance of district facilities.
3. Provides technical assistance, and supervision as delegated, to Facilities Management staff and other district staff with regard to building maintenance, use, and construction issues.
4. Prepares and/or reviews reports, studies, construction documents, cost estimates, contracts, and permit applications.
5. Inspects building construction or modifications to ensure plans are in compliance with building codes and regulations.
6. Prepares architectural plans and specifications for maintenance, repair and improvement projects as well as major capital improvement projects.
7. Coordinates district's construction program procurement documents (administer AIA contracts, general conditions, supplementary conditions, etc.).
8. Develops long and short range capital improvement projects, including project designs, cost projections, and budget summaries.
9. Develop, monitor and maintain master schedules for projects ranging from small facilities projects to large capital improvement projects. Develops and maintains periodic and preventive maintenance schedules. Examples include but are not limited to interior/exterior painting, gym floor re-finishing, roofing replacement, athletic track renovation/replacement, etc.
10. Develops and maintain long-range building rehabilitation plans.
11. Provides assistance or directly manages property management issues such as public policy, direction, zone changes, easements, property transfers, acquisitions, encroachments, building leases, and tenant communications. Represents the District in communicating with public officials regarding land use and planning issues affecting district properties.
12. Works with principals, teachers, and other district personnel in developing parameters for the design of district schools and other facilities.
13. Coordinates district construction projects for both district-constructed and contracted projects.

14. Updates and/or supervises the maintenance of building drawings and specifications and related records.
15. Coordinates staff training in construction procedures and management.
16. Develops and maintains updates to District education specifications and architectural programs for new facilities and other capital improvement projects through coordination with facilities staff, district leadership, and consultants.
17. Acts as assistant to the Facilities and Maintenance Manager. May be required on occasion to perform any of the duties of the Facilities and Maintenance Manager.
18. Performs other duties as assigned.

Required Knowledge, Skills, and Abilities

1. Knowledge of all aspects of the practice of architecture, including legal requirements for the practice within the State of Oregon.
2. Knowledge of code and/or legal requirements related to school construction, including building codes, accessibility, and public contracting requirements.
3. Knowledge of the principles of design and planning.
4. Knowledge of principles and practices of construction project management and contract administration including budget management, expenditure reviews, and overseeing the work of contractors to insure compliance with construction documents.
5. Knowledge of BIM tools and CAD systems, primarily ACAD and basic REVIT.
6. Ability to communicate effectively both orally and in writing with a variety of people at various levels in multiple situations including public meeting presentations, diverse stakeholder groups including students, parents, and District staff as well as other state and local government agencies.
7. Ability to organize and balance multiple projects and issues simultaneously with little supervision and minimal direction.
8. Ability to establish and maintain cooperative working relationships with administrators, staff, contractors, consultants, other public agencies, and the general public.
9. Ability to play a lead role while participating in a variety of team-oriented projects and committees.
10. Ability to organize appropriate materials and train assigned staff.
11. Ability to analyze, interpret and report research findings.
12. Ability to understand complex technical issues, interpret and apply broad regulatory standards and technical specifications, and apply technical knowledge in the development of solutions and effectively manage projects within agreed upon budget and time frames.
13. Ability to perform day-to-day administrative activities including but not limited to processing paperwork, email, correspondence and maintaining information files both on paper and electronically.
14. Ability to make independent project decisions and to communicate the reasoning and factors leading to these decisions.
15. Ability to assist in the planning and development of construction bond ballot measures.
16. Ability to develop or assist in the development of master planning.
17. Skilled in design and planning of buildings, interiors, and sites.
18. Skilled in construction administration and project management.
19. Skilled in use of computer for email communication, word processing, spreadsheets, Bluebeam and graphics.
20. Ability to open and operate the latest Autodesk AutoCAD version, create and edit documents and manage a design process using the ACAD platform. Should have basic knowledge of a BIM model in Revit.
21. Strong interpersonal skills.

Minimum Qualifications

- Possess, at a minimum, a Bachelor's in architecture, registration as an Oregon Architect, and considerable professional architectural experience which includes at least five years in design, construction specifications and contracts, plans examination, and construction management.

Experience

- Experience in education and public facility design is preferred. A combination of education and experience will be considered.

ADDITIONAL INFORMATION	
Employee Unit	4JA - Professional
Pay Grade	Grade 8 /Admin 12 month
Revised by	Harlan Coats, Interim Director of Facilities
Approved by	Cydney Vandercar, Director of Human Resources
Last revised	May19, 2016