BUILDINGS DESIGN ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative and highly technical position with the Department of Public Works. The incumbent directs and oversees work pertaining to capital building and facility construction, renovation and demolition. Depending on the nature of the project, the incumbent may be responsible for developing architectural plans and supporting documents, or may provide oversight on projects assigned to outside contractors. The position directly supervises a small staff of design and project administration staff, and also may direct the work of internal staff assigned to specific construction and renovation projects. Supervision is received from higher level management employees, including the Commissioner and Deputy Commissioner of Public Works.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Meets with various County staff and administrators to ascertain facility needs and determines the best way to meet those needs;
2. Inspects County buildings and other facilities to determine condition, need for maintenance and repair, and overall viability to meet County workforce requirements;
3. In consultation with Department of Public Works administrative staff, develops capital budget projects involving the construction, renovation, repair and demolition of County buildings and other facilities;
4. Develops architectural and project management drawings, plans, specifications and other documents;
5. Provides input on renovation and capital project estimated costs and budget projections;
6. Works with other departmental supervisors to oversee construction, renovation and demolition projects performed by internal staff;
7. Works closely with contractors, architects, and project managers to oversee construction, renovation and demolition projects performed by non-County staff;
8. Regularly visits work sites to monitor project progress, to ascertain quality of work, and to ensure adherence to plans and specifications.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of architectural design as it applies to the construction, renovation and demolition of institutional and commercial buildings and related facilities;

Knowledge of construction project management, including evaluating proposals, reviewing documentation and plans, monitoring construction progress, and evaluating the need for change orders;

BUILDINGS DESIGN ADMINISTRATOR (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (cont'd)

Knowledge of current buildings codes, laws and regulations specific to each type of construction project;
Ability to read and produce architectural plans and drawings that meet operational needs and fiscal constraints;
Ability to keep current with multiple concurrent construction and renovation projects;
Ability to communicate effectively with internal staff and with contractors and code enforcement personnel;
Ability to supervise the work of assigned staff;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

EITHER: (A) Licensure in New York State as an Architect;
OR: (B) Graduation from a New York State recognized or regionally accredited college or university with a Bachelor's degree in architecture or a closely related field and one (1) year of work experience which primarily involved the design and management of large construction or renovation projects of institutional buildings.

SPECIAL REQUIREMENT:

Possession of a valid driver license at time of appointment and to maintain position.

ADOPTED: 01/01/2017