



## City of Kansas City, Missouri Job Class Specification

**Job Title:** ARCHITECT

**Department:** MULTI

**Job Code:** 2083

**Status:** EXEMPT

**Grade:** EX-3

### Summary

This is beginning level professional architectural work in the office and in the field. Work involves responsibility for the preparation of studies, designs, plans, specifications, and cost estimates for architectural features of municipal buildings; and a limited amount of research and field inspection activities related therewith. Assignments consist of specific projects and include definite instructions to use, cost and location of proposed structures; however, employees of this class make significant technical decisions within the scope of such general instructions. Work is reviewed during progress through conferences and consultation, and upon completion by a professional superior and departmental officials concerned with the project.

### Duties and Responsibilities

- Designs and prepares plans, drawings, cost estimates, and specifications for proposed municipal buildings and related structures as well as for major additions or remodeling projects for existing buildings.
- Prepares construction drawings and specifications of floor plans, elevations, sections, and details for construction or modification of municipal buildings, including large and small structures and buildings.
- Trains new architectural employees by acquainting them with office procedures, city policies, use of equipment, and related matters.
- Participates in the work of professional and technical subordinates engaged in designing and preparing plans, drawings, and specifications for proposed municipal buildings and related structures as well as for major additions or remodeling projects for existing buildings.
- Makes advanced plans and prepares difficult construction drawings and specifications for construction or modification of municipal buildings.
- Makes field inspections of work in progress; prepares for approval by a professional superior, necessary change orders, drawings, and plans.
- Makes field trips to inspect sites, test soil, and water conditions, and to secure necessary measurements for design and preparation of preliminary drawings, plans, and specifications.
- Maintains continuous liaison with departmental officials, contractors, consulting architects, and others concerned with specific projects. Prepares preliminary contracts or working drawings for all types of municipal buildings covering general construction, heating, plumbing, electrical, and related work.
- Performs related duties as assigned.

<b>Technical Skills</b>	<p>Considerable knowledge of:</p> <ul style="list-style-type: none"><li>The principles and practices of architecture.</li><li>The strengths and uses of construction materials.</li></ul> <p>Ability To:</p> <ul style="list-style-type: none"><li>Write specifications covering architectural and related features</li><li>Inspect existing buildings and structures and to draw plans for additions or alterations.</li><li>Inspect work under construction for compliance with specifications.</li><li>Make cost and material estimates for projected construction or alterations.</li><li>Establish and maintain effective working relationships with employees.</li><li>Municipal Officials, contractors and the general public.</li></ul> <p>Skill in:</p> <ul style="list-style-type: none"><li>Drawing architectural plans and making technical computations.</li></ul>
<b>Education and Experience</b>	<p>Accredited Bachelor's degree with major course work in architecture.</p>
<b>Certificates/ Licenses/Special Requirements</b>	<ul style="list-style-type: none"><li>• Will be required to pass a preemployment drug screen.</li><li>• Must pass a background check as prescribed by the City.</li></ul>
<b>Supervisory Responsibility</b>	<p>Supervision may be exercised over technical assistants.</p>
<b>Supervision Received</b>	<p>Work is performed under close to general technical supervision of a professional superior.</p>
	<p>Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.</p>
<b>Created</b>	
<b>Revised</b>	<p>9/99</p> <p>9/06, 1/08, 8/2022 , 01/2024</p>