JOB CODE: 70130

TITLE: DISTRICT ARCHITECT

QUALIFICATIONS:
1. Bachelor’s degree in architecture. Registered as an architect in the State of Florida.
2. Minimum of ten (10) years of successful experience as an Architect including five (5) years as a manager. Experience in office and personnel management preferred.
3. Successful experience in educational facility planning, design and construction is preferred.
4. Demonstrated knowledge of building codes, state and local laws, accessibility and safety regulations governing the design and construction of schools and ancillary facilities or other large public facilities.
5. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing.
6. Knowledge of current computing technologies and software applications appropriate to the position’s job responsibilities.

PERFORMANCE RESPONSIBILITIES:

Essential Functions:
1. Acts as liaison between departments in the coordination and delivery of educational facilities for the District.
2. Guides research and development of the latest school district design criteria as applicable to educational facility construction.
4. Assists in the preparation and review of educational specifications.
5. Responsible for all owner requirements in the design-build construction delivery process.
6. Supervises Department plan review staff of architects and engineers.
7. Conducts plan review, building and occupancy inspections of educational facilities.
8. When required by the absence of the Building Director, issues permits and stop work orders, provides Certificates of Occupancy or Completion, renders interpretations of codes having jurisdiction over educational facilities.

Additional Job Functions:
1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District’s Mission Statement.
3. Performs other duties as assigned.

New: 3/79
Revised: 9/93, 4/01, 6/02
Salary Level: 4
Employee Unit: S
Responsible to: Director

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.