MULTI-TITLE DEFINITION
ARCHITECT ADV.

ARCHITECTS/ENGINEERS

I. DEFINITIONS

Section A, Levels, describes the appropriate placement of an employee based upon the specific level of skills, knowledge, and abilities required of the position and the amount of supervision received for the majority of time within the specific professional engineer program area.

Section B, Title Series and Functional Work Activities, describes the full range of duties performed at the objective level (i.e., senior level). [Senior Level is the level an employee can reasonably expect to obtain if he/she performs the full range of functional work activities.]

Employees may also perform the following types of duties, but they are usually performed at the Senior or Advanced levels:

1. Lead Worker: An employee who trains, assigns the work and reviews the work of other professional employees and which may also include technical employees.
2. Program Leader: An employee who is the technical expert for a specific area(s) and who may have some oversight to assure uniformity within a specific engineering program area(s).
3. Project Leader: An employee who has the responsibility for coordinating the work of another professional architect/engineer(s) when a project requires two or more engineers for completion and which may also include other technical and professional employees. This function would last only as long as the project takes. An employee can be a project leader and a team member for another project simultaneously. OR A project leader can be an employee who has the responsibility of oversight of nonpermanent, nonstate, or contract engineers and related staff.

A. Levels

ENGINEER

Positions work under close progressing to limited supervision. Engineering principles and practices have been learned prior to entrance to this series. The primary emphasis is in developing skills in working with and/or understanding the program, state systems, user group(s), and the mechanics of the program. Positions receive specific guidelines and instructions on work assignments and the supervisor determines the priorities and provides clearly defined objectives. Work assignments are established by the supervisor on a short or long term basis as the employee progresses. Positions initially exercise little discretion in decision-making. Overtime positions at this level make higher level contacts without the supervisors’ direction and make decisions on items of a narrower scope and impact.

SENIOR

Positions work under general supervision. The work assignments the employee is expected to complete include the full range and scope of their specific program duties. The majority of the assignments are complex. Positions at this level have extensive authority in carrying out their assigned responsibilities involving independently implementing the assigned responsibilities. The work at this level requires a high degree of interpretation and creativity in evaluating engineering aspects of new technologies. Positions at this level make decisions independent of supervisory oversight, with the work being reviewed after the decisions have been made.
ADVANCED

This is the objective level for positions under general policy review which provide advanced professional architectural/engineering expertise in their assigned program. Positions at this level function as the primary architect/engineer for a specific aspect of a department program or function as a program architect/engineer within an assigned geographic area. Architect/engineer positions at this level perform the most complex, difficult, and advanced architectural/engineering work which includes multi- and cross-program issues and which often include policy-making responsibilities. Employees at this level have architectural/engineering responsibilities which require continually high level contacts with public and private officials and architect/engineer consultants on highly sensitive and complex architectural/engineering reviews. The architectural/engineering knowledge at this level includes a broader combination than found at the Senior level. Assignments are broad in scope and continually require the incumbent to use independent judgment in making professional architectural/engineering decisions. Positions at this level make independent decisions and perform work in response to program needs as interpreted by the employee with the work being reviewed after the decisions have been made.

B. Title Series and Functional Work Activities

1. ARCHITECT

   Code Development Architectural Program: Develop and promulgate as administrative rules technical, building, plumbing, safety, and health codes and standards as well as other related construction standards involving architectural and engineering principles, techniques, and practices. Provide technical consultation to the staff within the Division, other state agencies, and private consulting firms. Manage citizen advisory committees and councils in code and standard development. Execute pre-hearing rule-making procedures including notices for hearing. Serve as hearing examiner and conduct public hearings for the department. Perform post-hearing rule-making steps. Evaluate and analyze Petitions for Variance, and/or New Materials Requests, and/or new code development requests.

2. CIVIL ENGINEER

   Code Development Engineering Program: Develop and promulgate as administrative rules technical, building, plumbing, safety, and health codes and standards as well as other related construction standards involving engineering principles, techniques, and practices. Provide technical consultation to the staff within the Division, other state agencies, and private consulting firms. Manage citizen advisory committees and councils in code and standard development. Execute pre-hearing rule-making procedures including notices for hearing. Serve as hearing examiner and conduct public hearings for the department. Perform post-hearing rule-making steps. Evaluate and analyze Petitions for Variance, and/or New Materials Requests, and/or new code development requests.
3. MECHANICAL ENGINEER

   Code Development Engineering Program: Develop and promulgate as administrative rules technical, building, plumbing, safety, and health codes and standards as well as other related construction standards involving engineering principles, techniques, and practices. Provide technical consultation to the staff within the Division, other state agencies, and private consulting firms. Manage citizen advisory committees and councils in code and standard development. Execute pre-hearing rule-making procedures including notices for hearing. Serve as hearing examiner and conduct public hearings for the department. Perform post-hearing rule-making steps. Evaluate and analyze Petitions for Variance, and/or New Materials Requests, and/or new code development requests.

II. QUALIFICATIONS

   The qualifications required for these positions will be determined at the time of recruitment.