

ASSOCIATE ARCHITECT *

Function of Job:

Under general supervision of designated supervisor, direct planning and design of facility repair, renovation and new construction projects; analyze space needs and develop space use and assignment plans as required.

Characteristic Duties and Responsibilities:

1. Prepare designs for assigned repair, renovation and new construction projects.
2. Review design submittals by professional architect/engineer firms to ensure designs meet standards, support users' needs, and comply with codes.
2. Meet with architects, engineers, contractors, administrators and faculty regarding project programming, planning and design development, funding requirements, and construction progress; resolve issues and provide direction on design and construction matters.
3. Analyze space utilization and requirements as needed, meet with campus constituents to understand needs, and recommend solutions.
4. Participate in selection of architectural/engineering firms; determine and negotiate fees; evaluate bid/cost change proposals.
5. Review contract documents; manage schedules and project budget, and maintain project records and reports as needed.
6. Supervise staff as assigned.
7. Prepare presentation materials and documentation for funding requests and project status updates.
10. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree in Architecture or related field and five years of related experience in planning, design and construction.
2. Experience coordinating design process.
3. Familiarity with building/life safety codes and disability accessibility requirements.
4. CADD production experience.
5. Excellent oral and written communication skills.

Additional Desirable Qualifications:

1. Registration as an Architect.
2. AUTOCAD experience.

3/8/99

System Approval

3/8/99

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised – original approved 5/23/86 as Design Associate and revised 3/16/94 as Associate Architect.