

STAFF ARCHITECT *

Function of Job:

Under administrative supervision of designated official to apply sound and diversified knowledge of architectural principles and practices to resolve facilities problems independently and/or provide supervision, fiscal control and architectural direction to assigned staff in organizing projects for efficient handling by USNH outside consultants and other college/university agents.

Characteristic Duties and Responsibilities:

1. Be responsible for management and fiscal control of assigned architectural services.
2. Review and “approve for construction” all renovations and new construction projects.
3. Supervise programming, project management and production efforts of assigned staff.
4. Design, produce, stamp and observe construction on selected projects.
5. Provide supervision, training and architectural guidance to assigned staff in:
 - a. Analyses of facility change requests (FCR’s) to outline solutions to facility problems.
 - b. Preparation of preliminary estimates.
 - c. Organization of projects to be handles by outside consultants and/or other college/university agents.
 - d. Maintenance of structural and graphic facilities information.
6. Provide campus-wide programming and preliminary design services.
7. Manage construction management efforts and oversee selected projects.
8. Provide support to the programming capital construction requests.
9. Provide resources to and direct staff concerned with coordinating final inspection (punch list) review.
10. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor’s degree in Architecture or allied field.
2. Five years’ experience in planning and construction.
3. Architectural registration in State of New Hampshire.
4. Supervisory ability.
5. Broad understanding of construction process for new work and renovations.
6. Ability to relate to users, administrator, contractors and assigned staff.

5/23/86
System Approval

5/23/86
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 8/23/83.