

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Code No. 004407  
Grade 25**

**ARCHITECT III\***

**DEFINITION OF CLASS:**

This is full performance (journey) level work requiring a professional architect. Contacts are with a wide variety of individuals, such as coworkers (including professionals, administrators and support personnel), building tenants, architecture and engineering (A&E) firm professionals, staff of other agencies and firms (such as WMATA, WSSC and PEPCO), civic associations, community groups, public interest groups (such as preservationists and disability rights advocates), etc. Contacts often involve controversial issues and multi-faceted problems as well as routine, discrete matters. They range from exchange of technical and non-technical information to resolution of complex problems involving various stakeholders, within and outside County government, having divergent interests and perspectives. Giving formal presentations in public and private to a wide variety of stakeholders is commonplace. Public service and assistance in this class are generally limited to provision of information and incidental.

Employees in this class manage important and complex capital projects or help a higher grade architect manage very large scale or very complex capital projects (with responsibility for one or more specified projects segments or filling in for the project manager when absent or unavailable), from early conception through completion and acceptance. Projects routinely attract public attention and require continuing adjustments due to such factors as technological advances, inflation (or major materials/labor cost changes), during the several years of design and construction. The employee identifies, prepares, reviews or recommends studies, engineering requirements and architectural designs that include architectural analyses, engineering calculations, building system specifications, and cost estimates; and reviews facility studies and designs (from initial schematics to final construction drawings, specifications, etc.) to ensure compliance with County design standards, project objectives, project time lines, project budgets and many other factors. The supervisor (Chief, Building Design Section), or the higher grade architect managing the project, makes assignments in terms of broadly defined functions or objectives, potential problem areas, time lines, budget considerations and similar factors for capital project management assignments typically covering complex and important (including highly "visible" or potentially controversial) work. Typically, the supervisor and the employee develop a mutually acceptable plan that, upon approval, the employee carries out independently within a framework of regular reporting and review. In all work, the employee balances functions, aesthetics, budget and schedules on his/her own. Results of the work are expected to be technically authoritative and are normally accepted without significant change. When work is highly controversial or involves major modifications to critical Capital Development Division plans or goals, it is subject to close review. Complexity is characterized by project importance, project management responsibilities, including the need to monitor and guide various professionals (employees and non-employees) working on it, and various challenges, such as the site (size, shape, elevation, etc.), environmental issues, phasing and staging (tenants may need to occupy it while work is done, for example) and stakeholders (including their nature, interests, perspectives and "clout"). Guidelines include standard and generally-accepted

design principles, engineering standards, building, fire and life safety codes, accessibility rules and other federal, state and local regulations (such as the County's manual for planning, design and construction of sustainable buildings) to ensure that the technical features of architectural designs and proposals comply with regulatory requirements. Other important guides cover regional planning, zoning, historic preservation, procurement and project management. The employee in this class uses judgment in selecting, adapting and applying or devising the appropriate guides because some of them are rather general and some projects require new approaches. The employee must make trade-offs in balancing building appearance, functionality, durability, maintainability, sustainability and other factors, including competing demands or desires of varied stakeholders. The scope and effect of work include identification and resolution of significant architectural problems and issues. They affect facility tenants, citizens and others using the facility or serviced by the tenants, the surrounding community, taxpayers, etc. The employee works mainly in offices, meeting rooms and other places that are adequately heated, lighted and ventilated. However, there is also field work, such as field surveys, site and construction project visits, where there is dust, dirt, grease and exposure to adverse weather. The employee spends some time at work sites where a hard hat and caution are required. Risks may result from construction activity as well as general site conditions, including but not limited to street traffic, moving equipment, uneven terrain or constructed spaces and possibility of falling materials. Safety shoes and hearing protection may also be required. Occasionally, the employee is on rough or uneven terrain, be it a proposed building site or a construction site. There is also some kneeling, stooping or bending and reaching or use of ladders to view restricted spaces or access building mechanical systems and the like.

**EXAMPLES OF DUTIES: (Illustrative Only)**

**Capital Project Planning, Management and Execution**

- Obtains core information about project goals, constraints (what must be done) and other issues.
- Meets with facility users or intended users and others (such as finance and budget officials) to identify their wants and needs and such key restraints as funding, time lines, phasing and staging.
- Provides space planning expertise to user agencies, other project management staff and real estate acquisition specialists in the development of the program of requirements, cost estimates, space layout and use.
- Serves on site selection committees and acts as advisor on site utilization. Helps user agencies to develop long range functional master plans for future space/facility needs. May lead a site selection effort. Surveys the site or building (or directs a survey) for feasibility, practicality, functionality and other considerations.
- Seeks to assure the County's best interests in evaluating and establishing project scope, developing project requirements, specifying conceptual studies to firm up scope and critical issues and providing project direction.
- Meets with prospective A&E contractors to help establish technical criteria (including maintainability and sustainability), project schedules and many other requirements for subsequent inclusion in the A&E contract.
- Develops bid packages and, as appropriate, recommends bid process and any special language. Convenes and leads A&E selection panels.
- Develops or guides development of alternative concepts and preliminary work drawings incorporating the latest technological advances for quality and economy of design, considering such factors as funding limitations, operational requirements, site conditions and special factors.

- Reviews and analyzes submissions of concepts, preliminary and working drawings prepared by contracted A&E firms for compliance with County standards, policies, progress and other factors at regular stages.
- Provides guidance to the principal management consultant or individual architect(s)/engineer(s) on scope, concept and special features. Quality controls architectural elements of in-house and A&E designs.
- Monitors and assesses the effectiveness of contractors in meeting technical and non-technical contract requirements.
- Monitors project reviews, adjusting funds, schedules and work for completing the project. Identifies and recommends correction of planning and functional errors or improvement of architectural features, coordinating any A&E changes and resolving discrepancies in opinions or submissions that affect the current or intended facility users or other interested parties, schedules, costs, etc. Identifies need for, reviews and recommends approval of cost of changes.
- Negotiates design changes with the principal management consultant, sub-contractors and others, such as facility users.
- Directs changes to be made to design and construction efforts by developing contract amendments and change orders, issues field orders or otherwise provides instructions for change.
- Coordinates activities with other governmental agencies in obtaining approvals of construction contract documents and other applications for permits, waivers, and other requirements.
- Maintains appropriate documentation to protect Montgomery County against claims and to secure or keep Maryland, federal or private-public funding.
- Serves as the County's architectural representative in final inspections to assure conformance to contract requirements before commissioning.

#### **Other Work**

- Conducts and prepares feasibility studies concerning the development of new, or the re-use of existing, County or non-County facilities, incorporating planning, architectural and economic factors to aid in Capital Improvement Project (CIP) budget preparation and operating budget consideration of affected user agencies (some projects affect multiple agencies or buildings).
- Makes recommendations to the department director on specific space assignments, on the acquisition of land or buildings or the construction of new buildings (lease, buy or build) against the backdrop of a long term comprehensive facilities plan.
- May lead lower grade architects (co-workers) in various projects.
- Evaluates space requests, recommends space assignments and alternatives.
- Informs the public and advises contractors on architectural policies and requirements.
- Corresponds with developers, designers, property owners and others.
- Serves as the department representative to other agencies, community advisory boards, bi-County agencies, municipalities, etc. for facility planning projects. Reviews and provides comments to other County agencies concerning Maryland National Capital Park and Planning Commission master plans regarding facility implementation impact.
- Keeps abreast of the latest developments in architecture and related disciplines by review of technical literature, attending conferences or professional society meetings and discussion with industry representatives.
- Evaluates new materials and design or construction processes and techniques, recommending the adoption of those that would provide more efficiency or economy or other payoffs and to keep up with changing requirements.

- Conducts public and private presentations in various forums for stakeholders to ensure distribution of adequate and accurate information to all parties concerned and to receive and respond to their concerns and comments.
- As assigned, develops and manages the annual General Government Facilities Planning CIP, coordinating program projects with user agencies, the Office of Management and Budget, project managers and others.
- Develops project cost estimates at project inception and follow-up for preparation of budget documentation.
- Performs related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of (1) architectural concepts, principles and practices, (2) building systems (such as mechanical and electrical systems) and (3) aesthetic and functional building considerations (such as scales of design, mixes of materials, color schemes, graphics, landscape architecture and acoustics) to develop or review requirements, guidelines and plans for important, complex (and typically state-of-the-art) County facilities; to consult with engineers and architects within and outside the County; and to balance aesthetic considerations and functional requirements within budgets and schedules.
- Thorough knowledge of related fields (including civil engineering, structural engineering, the construction industry, interior design and urban planning) to ensure proper staff coordination and sequencing of work, anticipate and minimize collateral problems during planning and design for construction projects.
- Thorough knowledge of building, fire and life safety codes, accessibility rules and other federal, state and local regulations to ensure that the technical features of architectural designs and proposals comply with regulatory requirements.
- Some knowledge of historic preservation as it concerns County structures (and sometimes private structures) to identify pertinent preservation issues, develop appropriate mitigation responses, establish or maintain effective liaison with preservationists, and ensure the overall conformance of designs with public policy.
- Knowledge of the County's procurement and project management procedures to facilitate accomplishment of administrative aspects of projects.
- Skill in project management to manage important and complex architectural projects for the County. This includes skill in monitoring, guiding and coordinating the work of others, including A&E professionals, negotiating and developing contract agreements/amendments for facility design and construction and the performance of other professional services.
- Skill in problem solving to help conceive designs, prepare/review architectural drawings of moderate complexity, develop options, analyze cost estimates, and perform related functions.
- Skill in verbal communication to exchange technical and non-technical information with various people having different interests and perspectives so that they will understand and, at times, be convinced or persuaded. This includes skill in formal presentations and the ability to encourage verbal communication by others. Examples of verbal communication include presenting and defending design concepts to high level officials in private meetings and to the general public in open meetings and the daily exchange of progress information with contractors and co-workers.
- Skill in written communication to exchange technical and non-technical information with various people having different wants, needs and perspectives so that they will understand and, at times, be

convinced or persuaded. This includes skill in reviewing the written work of others. Examples of written communication include design specifications and progress reports.

- Interpersonal skills to interact effectively with personal contacts in a business-like, customer service oriented manner.
- Skill in using a computer, modern office software suites and specialized architectural and engineering software to communicate, plan, schedule, word process, manipulate data, design or review the design of structures, etc.
- Artistic ability to develop or evaluate the aesthetic features of architectural designs and details.

**MINIMUM QUALIFICATIONS:**

**Experience:** Three (3) years of experience as a registered architect.

**Education:** Graduation from an accredited college or university with a Bachelor of Architecture degree.

**Equivalency:** An equivalent combination of education and experience may be substituted.

**LICENSE:**

- Possession of valid professional registration as an Architect issued by the State of Maryland.
- Applicants with appropriate experience and licensing from another state will be considered for appointment, but will be required to obtain reciprocal licensing from Maryland within six months of appointment to this class.

Note: There will be no substitutions for this section.

**PROBATIONARY PERIOD:**

Individuals appointed to this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

**MEDICAL EXAM PROTOCOL:** Core II Exam with a Drug/Alcohol Screen.

**Class Established:** January, 2007

**Revised:** August, 2013

October, 2014