

University of Houston – Clear Lake

Position Description

Job Title: **Architect/Project Manager**

Job Code: **2289**

Pay Grade: **060**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in Architecture or related field.	Master's degree in Architecture.
Experience	Minimum four years in facility design, and/or project management in an architectural, engineering environment or institutional facilities department.	Prefer five years in a facilities management or physical plant environment, with three years of experience in project management or physical plant administration at a higher educational facilities office.
License/Certification	Registered Architect.	

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Provides direct oversight of contract planning and administration and long term planning for deferred maintenance and capital renewal programs. Serves as the staff architect. Provides professional architectural services on construction and renovation projects, including client contact, programming, design, estimates, contract documentation, contract administration, inspection and close-out. Provides project administration of most major construction and deferred maintenance contracts.

Duties and responsibilities	% Time
Primarily responsible for the preparation of request for proposals, invitations for bids, and related formal solicitation and construction documents.	35
Serves as the contract administrator and project manager on major construction projects accomplished by contract for build-to-suit projects.	15
Attends and represents UHCL at all UH System managed project meetings and monitors action to ensure university needs and schedule requirements are achieved. Assists in the development of procedures, and standards to assure conformance with design criteria and compatibility with existing features. Coordinates and oversees the solicitation of professional service contracts.	15
Assists in the planning, development, implementation, and execution of facilities maintenance programs. Performs the CAD operations for automating as-built drawings and maintaining guide maps and other plan records in auto CAD or GIS.	15
Assists in developing project and operational standards for improving processes and bringing projects in on time and budget. Reviews plans and specifications, proposals, or other documents for sound engineering and architectural practices. Coordinates studies, inspection, evaluations, etc., with architectural/engineering firms and contractors to develop plans and specifications for construction and repair projects. Assist with preparation of the annual budgets and long range planning. Performs other duties as assigned.	20

This position description describes the general qualifications, duties and responsibilities of work being performed.