



Architect / Engineer

Job Code: 6547

Salary Grade: S12

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Provides internal design services for construction projects and serves as project manager for major building projects.

- Provides Internal Design services for construction projects. Represents the University during all phases of design, programming, and construction of both major and minor capital improvement projects.
- Manages capital projects, including meetings with users, consultants, contractors, University administration and other departments. Translates project requirements into architectural/engineering design program.
- Coordinates construction with local, state, and federal agencies involved in the University's construction program, including preparation and submission of applications for federal grant funds for submission.
- Consults with individuals or agencies to translate projected space requirements into architectural design programs.
- Performs on site capital project construction administration, including participating in regular progress meetings and monitoring contractor work for conformance with construction contract.
- Reviewing and approving project expenditures and developing and monitoring project budgets.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor's degree.

Equivalency/Substitution: Will accept 48 months of related experience in lieu of the Bachelor's degree for a total of 84 months of related experience.

Experience:

Required: 36 months experience in the field of architectural/engineering design or commercial or institutional construction.

Certifications or Licenses:

- Valid Driver's License
- Licensed to practice architecture in Oklahoma or hold professional license to practice architecture in another state and be eligible to obtain license to practice in the State of Oklahoma

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Ability to read, interpret, and evaluate construction drawings of specifications
- Ability to coordinate and organize goals and efforts of multiple constituencies
- Design software such as Auto CAD
- Microsoft Office, Bluebeam, and Plangrid
- Highly organized and able to handle multiple projects and deadlines

Working Conditions

Physical:

Ability to lift heavy objects. Ability to climb, including climbing ladders. Ability to crouch, crawl, bend, or stoop. Ability to engage in repetitive motions. Ability to stand or walk for extended periods of time.

Environment:

Office environment and at project sites. Frequent exposure to pressure caused by deadlines and busy periods.

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