Architectural/Engineering Professional III (3455)

**Basic Purpose/Job Function:** Serves as Project Manager for new construction and renovation projects, campus planning or construction contracts. May assume responsibility for departmental administrative duties.

**Examples of Titles Replaced:** Electrical Engineer; Energy Conservation Engineer; General Manager, Engineering; Mechanical Engineer; Senior Staff Architect

**Typical Functions May Include:**

1. Performing detailed studies of building heating, ventilating, air conditioning, plumbing and electrical systems for new and existing facilities
2. Recommending changes, preparing cost estimates and calculating pay back times for assigned projects
3. Designing control systems, HVAC, plumbing and electrical systems, calculating loads and equipment sizes
4. Reviewing and commenting on mechanical, electrical and plumbing drawings and specifications, design plans or construction documents
5. Preparing initial project budgets and schedules, updating them throughout project as needed
6. Monitoring progress of projects, documenting status and preparing periodic progress and/or budget reports
7. Researching and analyzing data, writing reports and making recommendations
8. Providing interpretation and guidance regarding compliance with legally-mandated requirements
9. Providing daily administration of construction contracts
10. Supervising employees in assigned functional areas of responsibility
11. Performs other related duties as assigned

**Risk Management:** Uses established safety practices to protect the health and safety of personnel and property.

**Supervision of Others:** May supervise a small staff

**Supervision Received:** Receives general supervision from designated supervisor

**Minimum Qualifications:**

- **Education:** Bachelors Degree
  - **Type:** Architecture, Interior Design, Engineering or as determined by department

- **Experience:** 36 - 60 months
  - **Type:** Architecture, Design, Construction

- **Skills:** Effective oral and written communication skills; computer aided drafting, such as AutoCAD; reading and interpreting construction drawings
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- **Special Requirements**: Must be physically able to enter construction sites and to ascertain the quantity and quality of work in progress and to perform detailed on-site inspections which involve visual examination, climbing of ladders or scaffolds and traversing areas where normal construction related hazards exist.

- **Licenses**: Determined by the nature of the position and/or department.

- **Certifications**: Determined by the nature of the position and/or department.

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.