

Position Code

1.

State of Michigan
Civil Service Commission
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909
POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete this form as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency
	Technology, Management & Budget
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
	State Facilities Administration
4. Civil Service Position Code Description	10. Division
Architect Specialist Licensed 14	Design & Construction
5. Working Title (What the agency calls the position)	11. Section
Project Director	Project Management
6. Name and Position Code Description of Direct Supervisor	12. Unit
Chris Parsons, Engineer Manager Licensed 15	
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Adam Lach, State Office Administrator 17	Lansing, MI 8:00 a.m. – 5:00 p.m. or variation
14. General Summary of Function/Purpose of Position	
This position will provide the professional/technical administration of lump sum, line item, and miscellaneous operating projects by administering contracts and fee changes for architectural/engineering services, i.e.: direct the preparation of planning, bidding, and construction documents which include plans, specifications, budgets, cost estimates, schedules, and priorities for Legislative Committee consideration regarding state capital outlay projects. This position has complete operational authority over the contract and will provide expert technical review and consultation in recommending approval of plans, specifications and shop drawings to ensure compliance with law, budget, program, established standards, codes and regulations. The area of responsibility is with the Department of Transportation.	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 % of Time 40

Project Management and Programming

Individual tasks related to the duty.

- Project planning and programming of assigned capital outlay and planning projects contained in Legislation, which vary in scope and complexity
- Resolve planning concerns and issues between involved parties
- Coordination of project schedules
- Technical review of project schedules
- Transmit reports, studies, and cost estimates
- Submit planning documents for major capital outlay projects to legislative committees
- Schedule meetings, including involved parties
- Conduct and facilitate meetings to accomplish project objectives
- Direct the objective evaluation of State buildings' designs
- Maintain contact with agency/institutional heads, operational staff, architects, consulting professional engineers and contractors
- Assess and evaluate such factors as functional performance and utilization in respect to the approved program, the performance of the architect, professional engineer, project manager, and contractors in their respective responsibilities; the performance of building materials, systems, and methods of construction; makes final analysis of bids and recommendations for award of construction contracts.

Duty 2

General Summary of Duty 2 % of Time 35

Project Review and Execution

Individual tasks related to the duty.

- Oversee and evaluate the preparation of conceptual, schematic, and preliminary planning documents, as well as the final bidding and construction plans and specifications for all State buildings
- Analyze and render critical decisions regarding architectural design and affecting costs of State buildings
- Examine plans and specifications to ensure the highest net to gross building efficiency and ascertain that the most durable materials commensurate with life cycle costs are specified; ensure that the requirements of the Michigan Construction Codes are met
- Make recommendations for award of construction contracts
- Monitor contractor to ensure work is completed according to schedule and recommendation action, if necessary, to bring about adherence to schedule
- Authorize or deny extra services, charges, and reimbursements for architects and engineers
- Review and recommend authorization or rejection of requests for certain construction contract change orders
- Issue bulletin authorizations and resolve any disputes
- Authorize work stoppage or continuance, as necessary
- Approve and authorize contract payments
- Assist in final inspection and mitigate punch list

- Initiate project closeout upon project completion

Duty 3

General Summary of Duty 3 % of Time 15

Advisory/Consultative/Informational

Individual tasks related to the duty.

- Attend, schedule and chair meetings with officials in the State agencies and institutions, architects and engineers, for the purpose of conferring with and advising them regarding conceptual, schematic, preliminary, and final planning for new and existing buildings, serving as the Owner's representative.
- Maintain communication with agencies and organizations to coordinate technical aspects of the program and resolve disputes.
- Attend Legislative Committee and Subcommittee meetings as necessary to provide information in connection with building budget formulations.
- Attend hearings and meetings of the Joint Capital Outlay Subcommittee regarding capital outlay projects.

Duty 4

General Summary of Duty 4 % of Time 10

Recordkeeping and Miscellaneous Projects

Individual tasks related to the duty.

- Maintain project records and documentation
- Miscellaneous projects as assigned by the Design and Construction Division Director

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Design-related issues on virtually all of the major building projects administered by Design and Construction Division of State Facilities Administration. These decisions require knowledge and experience and professional expertise as a licensed engineer.

17. Describe the types of decisions that require the supervisor's review.

On those issues requiring Legislative authorization or approval of the Department Director and/or State Facilities Administration Director related to Department policies, programmatic issues, budgetary considerations, etc.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Visits to construction sites, close attention to detail, and use of computer is required

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

___ Complete and sign service ratings.

___ Assign work.

___ Provide formal written counseling.

___ Approve work.

___ Approve leave requests.

___ Review work.

___ Approve time and attendance.

___ Provide guidance on work methods.

___ Orally reprimand.

___ Train employees in the work.

22. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?

23. What are the essential functions of this position?

Administer, evaluate and control the planning of capital improvements at state agencies, primarily the Department of Transportation.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Backfill.

25. What is the function of the work area and how does this position fit into that function?

Design and Construction is responsible for administering the state capital outlay program, which includes major construction, special maintenance and miscellaneous operating projects. This position is responsible for providing professional project management services associated with these projects.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?

EDUCATION:

Possession of a bachelor's degree with a major in architecture.

EXPERIENCE:

Five years of professional experience providing architect services equivalent to an Architect, including three years equivalent to an Architect P11, two years equivalent to an Architect 12, or one year equivalent to an Architect Licensed Specialist 13.

Note: Equivalent combinations of education and experience that provide the required knowledge, skills and abilities will be evaluated on an individual basis.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to lead, communicate, monitor, supervise and coordinate the work of architects/engineers under contract with the State, construction contractors, state agencies, and other public and private groups.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a registered professional architect license as issued by the State of Michigan.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

I certify that the entries on these pages are accurate and complete.

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee's Signature

Date

NOTE: Make a copy of this form for your records.