

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. ARTSPL2

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information 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 MIL AFFR CENTRAL OFFICE
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission) MI ARMY NATIONAL GUARD (MIARNG)
4. Civil Service Position Code Description Architect Specialist-2 Lic	10. Division CONSTRUCTION & FACILITIES MANAGEMENT OFFICE (CFMO)
5. Working Title (What the agency calls the position) Licensed Architect Specialist 13	11. Section Design
6. Name and Position Code Description of Direct Supervisor JORGENSEN, JON D; STATE ADMINISTRATIVE MANAGER-1	12. Unit CFMO
7. Name and Position Code Description of Second Level Supervisor HOUSE, SCOTT; NONSTATE SUPERVISOR	13. Work Location (City and Address)/Hours of Work 3423 N MARTIN LUTHER KING JR; LANSING, MI 48906 / 7:45 A.M. TO 4:30 P.M. M-F

14. General Summary of Function/Purpose of Position

This position serves as a licensed architect functioning as a professional specialist within the CFMO Design Section. This position's primary responsibility is spent as a working architect managing individual projects from planning through construction, including preparation of design documents, consultant coordination, field review, architectural specification writing, coordination of contract documentation with DTMB, and plan/code review liaison with LARA. The architect stamps and seals architectural drawings as required and is authorized to certify Architectural Experience Program / Intern Development Program (AXP/IDP) hours for interns under NCARB rules. This is a non-supervisory role that reports directly to the Design Manager.

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:

Percentage: 40

Act as a working architect managing assigned projects from planning through construction.

Individual tasks related to the duty:

- Prepare architectural drawings, any renderings, and technical details.
- Lead design development and produce construction documents (drawings and Project Manual) in collaboration with engineers and consultants.
- Review and direct the work of interns or unlicensed architectural staff; incorporate their contributions into final stamped documents.
- Serve as architect in responsible charge and stamp/seal architectural drawings as required.
- Certify AXP/IDP training hours for interns in accordance with NCARB rules.
- Coordinate with internal clients and end users to define project requirements and incorporate them into designs.
- Review contractor submittals, RFIs, and shop drawings during construction.
- Substantial and regular driving throughout the State of Michigan.
- Other duties as assigned.

Duty 2

General Summary:

Percentage: 30

Develop, maintain, and coordinate the Project Manual (all specification sections) for CFMO projects.

Individual tasks related to the duty:

- Prepare and edit all technical specification sections.
- Coordinate with engineers and consultants on discipline specifications to ensure consistency and completeness.
- Maintain CFMO master specification library and update as codes and standards change.
- Coordinate with design disciplines to integrate specifications into complete bid packages
- Provide guidance to CFMO staff and any consultants on proper use and integration of specifications.
- Assemble and finalize the Project Manual for each project.

Duty 3

General Summary:

Percentage: 10

Serve as primary technical liaison with DTMB during the contracting process.

Individual tasks related to the duty:

- Assemble and review bid packages, including drawings and Project Manual, for consistency and completeness.
- Ensure adherence to DTMB contracting standards and procedures.
- Resolve technical and documentation issues raised during DTMB review.
- Track status of submissions and support contracting schedules.

Duty 4

General Summary:

Percentage: 10

Coordinate all architectural submissions to LARA and manage the code review process.

Individual tasks related to the duty:

- Prepare and submit construction documents (drawings and Project Manual) for LARA plan review.
- Respond to comments and coordinate with project teams to address corrections.
- Serve as subject matter expert on Michigan Building Code and Unified Facilities Criteria requirements.
- Maintain records of submissions and outcomes.

Duty 5

General Summary:

Percentage: 10

Provide field presence to ensure architectural design intent is achieved.

Individual tasks related to the duty:

- Conduct periodic site visits and inspections.
- Document and report construction progress, deficiencies, and corrective actions.
- Verify that materials and assemblies comply with construction documents (drawings and Project Manual).
- Enforce safety and quality standards during construction activities.

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

This position independently prepares and edits the Project Manual, determines which codes and standards apply, and resolves technical comments from DTMB and LARA within established policies. The incumbent manages assigned projects from schematic design through construction, including day-to-day design decisions, consultant coordination, review of contractor submittals, and field problem solving. As the licensed architect in responsible charge, the position directs the work of interns and unlicensed architectural staff, stamps and seals architectural drawings, and certifies AXP/IDP training hours in compliance with NCARB rules.

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

Supervisor review is required for changes to scope, budget, or schedule that exceed delegated limits, for issues that involve program-level policy, and for disputes with DTMB, LARA, or contractors that have significant financial, legal, or political implications. The Design Manager also reviews major changes in project approach or commitments that affect organizational priorities.

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

This position is primarily office-based, requiring sustained computer use for design, document production, and specification writing (four to six hours per day). Field work occurs periodically, including site visits to active construction projects, involving walking or standing for two to four hours on uneven terrain or in partially completed structures. The position may require climbing ladders or accessing roofs, as well as occasional entry into mechanical rooms or confined areas. Driving long distances to project sites in inclement, unpredictable weather conditions may take one to four hours per trip. Lifting of plans, binders, and equipment up to 25 pounds occurs occasionally. Site visits involve exposure to weather, noise, dust, and construction hazards; PPE 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.

Additional Subordinates

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

- | | |
|-------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> 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?

Yes, manager developed PD.

23. What are the essential functions of this position?

- Prepare, review, and maintain the Project Manual (specifications) for CFMO projects.
- Serve as the primary liaison with DTMB for contract documentation.
- Coordinate construction document submissions (drawings and Project Manual) with LARA and manage the code review process.
- Manage assigned projects as a working architect, including design, construction documents, consultant coordination, and construction administration.
- Serve as architect in responsible charge for architectural work, including work produced by interns or unlicensed staff including Building Construction Project Superintendents (BCPS)
- Stamp and seal architectural drawings as required by Michigan licensure.
- Certify AXP/IDP training hours for interns under NCARB rules.
- Required regular and substantial driving throughout Michigan.

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

New position.

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

The CFMO Design Section provides design and technical support for Michigan Army National Guard facilities statewide. This position provides specialized architectural expertise in Project Manuals, contracting documentation, and code compliance, while also serving as a working architect responsible for assigned projects. By centralizing Project Manual preparation, DTMB coordination, and LARA plan reviews in this role, the CFMO ensures consistency and compliance. By assigning projects directly, the role also contributes to workload delivery. The Architect Specialist reports directly to the Design Manager (SAM-15) and complements the Engineer Manager Licensed 13 by focusing on architectural process and compliance while the Engineer Manager emphasizes staff supervision and civil engineering management.

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:

Architect Specialist-Licensed 13

Four years of professional experience providing architect services equivalent to an Architect, including two years equivalent to an Architect P11 or one year equivalent to an Architect 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of architectural principles, building codes, and design standards.
- Expertise in Project Manual preparation, editing, and coordination.
- Knowledge of DTMB contracting processes and requirements.
- Knowledge of LARA plan review procedures and Michigan Building Code.
- Ability to manage projects from planning through construction.
- Ability to direct the work of interns or unlicensed architectural staff and certify AXP/IDP hours under NCARB rules.
- Ability to prepare complete construction documents (drawings and Project Manual).
- Ability to coordinate consultants and contractors and review construction submittals.
- Ability to communicate effectively, prepare reports, and maintain favorable relationships.

CERTIFICATES, LICENSES, REGISTRATIONS:

Licensure as a registered architect in the State of Michigan.

The ability to obtain and maintain a Common Access Card (CAC) issued by the federal government requiring a background check.

Maintain a valid Driver's License.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of 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

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

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

N/A

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

MEGHAN FORD

9/26/2025

Appointing Authority

Date

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	Date
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