CS-214
Rev 11/2013

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
	Natural Resources
3.Employee Identification Number	**9.Bureau (Institution, Board, or Commission)**
	N/A
4.Civil Service Position Code Description	**10.Division**
Architect 12	**Parks and Recreation**
5.Working Title (What the agency calls the position)	**11.Section**
Historic Architect	**Resource Protection & Promotion**
6.Name and Position Code Description of Direct Supervisor	**12.Unit**
Ray Fahlsing, Park & Recreation Manager 3	**Stewardship**
7.Name and Position Code Description of Second Level Supervisor	**13.Work Location (City and Address)/Hours of Work**
Jason Fleming, State Administrative Manager 1	**8 am - 5 pm, Wednesday through Sunday**

14. General Summary of Function/Purpose of Position

Established in statute, Parks and Recreation Division's mission is to "…acquire, protect, and preserve the natural, historic and cultural features of Michigan's unique resources…" PRD administers over 400 historic structures. Over 360 of these structures are listed on the National Register of Historic Places (NRHP) or likely eligible for listing. These include 9 lighthouses, a historic townsite, military fort and many Great Depression era buildings. The position has lead responsibility for historic preservation, restoration, and appropriate reuse of structures (buildings, bridges, statues, etc.) that are listed on the NRHP, likely eligible for NRHP listing or deemed historically significant by PRD. This is statewide responsibility.

With knowledge of architecture coupled with knowledge of historic preservation techniques, the historic architect reviews plans and specifications for restoration and rehabilitation projects, evaluate and inspect these projects, prepares related technical reports, provide technical assistance and recommendations on design, materials and methods to field planners, contractors and others. The historic architect performs, independently a range of professional historic architectural duties to accomplish PRD's cultural resource mission.

The position makes recommendation on which historic structure projects should be funded with Recreation Passport Cultural Resource funds.

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**

As the recognized resource, facilitate historic preservation, restoration and maintenance of PRD's historic structures to The Secretary of the Interiors Standards for the Treatment of Historic Properties through technical support and review.

- Provides technical knowledge of materials and methods for maintenance of historic structures to administering PRD field staff
- Reviews Work Item Proposal for impacts to PRD historic structures and historic districts. Identify problems and recommend resolutions in the specifications and plans for historic structure projects.
- Make recommendation to PRD field planners, contractors and park managers on the appropriate treatment of historic structures
- Researches literature and maintains knowledge of current restoration techniques, building materials, structural, mechanical, and electrical systems, building codes, and methods of application.
- Reviews product literature, analyzes materials, and determines appropriateness for applications to projects while maintaining and/or restoring historic integrity
- Reviews architectural or engineering plans, specifications, and contract documents for historic building construction projects to ensure compliance with state and federal codes, laws, regulations, and approved project program criteria and historic integrity.
- Provide technical guidance on the maintenance and restoration of Fort Wilkins, the Fayette Townsite, Belle Isle Aquarium and other historic buildings.
- Writes grants to secure outside funding for historic resources

Duty 2

General Summary of Duty 2 **% of Time 40**

As the recognized resource, serve as PRD's expert on historic structures extant within PRD administered lands. Assure compliance with state and federal requirements for historic structures. Assure lessee and partner compliance with lease and agreement requirements with regard to historic structures.

Individual tasks related to the duty.

- Prepare or National Register of Historic Places applications for individual structures and historic districts.
- Develop and/or facilitate Historic Structures Reports and Cultural Resource Management Plans for PRD historic properties
- Monitor and provide historic architecture support for PRD lease holders and other partners such as the Maritime Partners and Belle Isle Conservancy (Belle Isle Aquarium)
- Consult with the SHPO on historic structure concerns as appropriate.
- Prepare and submit Section 106 applications to SHPO for projects with a federal nexus. Coordinate with the Department Archaeologist.
- Respond to inquiries and questions from field staff, planners, other agency personnel and the public on historic structures on PRD administered lands.
- Monitors and facilitates compliance with deed requirements for historic structures acquired from the federal government through the Federal Lands to Parks and Historic Surplus Properties program, including compliance with any Program of Preservation and Utilization (PPU) and/or Program of Utilization (POU) attached to a deed.
- The Historic Architect prepares and submits the required reports for the Federal Lands to Parks (every 5 years) and Historic Surplus Properties program (every 2 years).
- Be a resource for interpretation and marketing that involves historic structures

Duty 3

General Summary of Duty 3 **% of Time 10**

As the recognized resource, review and assess infrastructure projects, building removals and other activities for impacts to historic structures.

Individual tasks related to the duty.

- Review Work Item Proposals for building removals. Prepare review materials and submit to SHPO for review as required by DTMB policy.
- Prepare mitigation plans for buildings considered historic by the SHPO, but slated for removal by PRD.
- Prepare field directives for building removals
- Prepare specifications for contracts to develop Historic Structures Reports (HSRs) and Cultural Resource Management Plans. Review drafts for content and contract compliance.
- Preform site visits to ensure contract compliance for restoration work on historic structures
- Designs minor historic restoration projects, specifies materials and methods.

Duty 4

General Summary of Duty 4 **% of Time 10**

Review Recreation Passport Cultural Resource projects, monitor progress and the RPCR budget.

Individual tasks related to the duty.

- Review project proposals for Recreation Passport Cultural Resource projects and make recommendations for funding. Assist field planners to develop scope of work, materials, methods and budgets for proposed RPCR projects.
- Monitor project progress and expenditure of Recreation Passport Cultural Resource funding by field staff
- Maintain and track the Recreation Passport Cultural Resource budget.

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Most recommendations about preservation, maintenance and restoration of historic structures are made independently by this position. Controversial or complex recommendations are made with input from the Stewardship Unit Supervisor, and/or MHC and SHPO. Some deed restrictions require SHPO review and/or approval for work on historic structure.

PRD has over 400 historic structures. Many historic structures serve park functions. Others are preserved for their intrinsic historical value. Decisions made by this position affect the preservation of these important cultural resources.

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

Release of Recreation Passport Cultural Resource or other funds for cultural resource projects. Released of prepared documents for another governmental agency or the public. Policy changes. Approval of time, travel, training and any conference, meetings, 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.

The majority of work will be performed in an office setting (80%). The position will require travel and on site review of historic structures within PRD administered lands as well as travel for meeting, trainings, conferences etc. (20%) On site review will be performed in typical state park settings, sometimes primitive.

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.)

NAME	CLASS TITLE	NAME	CLASS TITLE

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

___Complete and sign service ratings.
___Provide formal written counseling.
___Approve leave requests.
___Approve time and attendance.
___Orally reprimand.
___Assign work.
___Approve work.
___Review work.
___Provide guidance on work methods.
___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

23. What are the essential functions of this position?

- Ability to review plans, use a computer and work in an office setting.
- The ability to operate a motor-vehicle.
- Ability to perform on-site review of structures and projects with or without reasonable accommodation. On site review will be performed in typical state park settings, some primitive.

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

No change

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

The function of the work area is to accomplish the historic structure preservation of PRD's cultural resource mission. This position is PRD's expert on the preservation, maintenance and restoration of historic structures.

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. A concentration of academic study on historic architecture and historic preservation is preferred.

EXPERIENCE:

- Three years of professional experience providing historic architect services equivalent to an Architect, including one year equivalent to an Architect P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of costs and uses of construction materials in historic building preservation, restoration and maintenance
- Knowledge of inspection techniques and procedures
- Ability to estimate material and labor costs, including historically appropriate materials and methods.
- Ability to instruct others in the design and architectural structure of building projects.
- Ability to use computers and available software.
- Ability to maintain legible accurate records, and prepare reports and correspondence related to the work.
- Ability to communicate effectively with others, both in writing and verbally
- Ability to maintain favorable public relations

CERTIFICATES, LICENSES, REGISTRATIONS:

- A driver's license valid in Michigan.
- Possess credential deemed necessary by SHPO for submission of Section 106 applications.

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.