

DEPARTMENT OF ADMINISTRATIVE SERVICES
DIVISION OF CONSTRUCTION SERVICES
Job Title: Architect

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: State Office Building, 165 Capitol Avenue, Hartford, CT
Job Posting No.: 60826
Hours: 35 hours per week – 1st shift
Salary: \$76,409 - \$105,715 (ES 30) – Individuals new to state service start at the base of the range
Closing Date: March 26, 2015

Eligibility Requirement: Candidates must have a current State of Connecticut Architect's license.

Example of Duties: Performs specialized duties in development of project design and preparation of plans and specifications for state buildings and institutions; coordinates architectural and engineering functions of projects; develops plans and specifications for projects; prepares and coordinates preliminary surveys and planning requirements; assists in preparation of standard specifications for guidance of subordinates and outside architects; reviews plans and specifications prepared by subordinates and/or outside architects for conformance with specifications; analyzes design problems and recommends solutions; performs site inspections to confirm compliance with specifications; assists in developing capital improvement programs and continued maintenance plans; negotiates fees and prepares contracts for consulting architects and engineers; participates in meetings with consultants, agencies and project staff to establish and maintain work schedules and resolve questions; prepares reports and responds to inquiries as necessary; performs related duties as required.

Knowledge, Skills and Abilities: Considerable knowledge of and ability to apply principles, practices, and methods of architecture, building design, and the design aspects of building modification and construction; considerable knowledge of building materials and equipment; considerable knowledge of building, fire safety and other applicable codes; interpersonal skills; oral and written communication skills; considerable ability to conduct compliance reviews of construction specifications and drawings; ability to utilize computer software.

General Experience: Eight (8) years of experience as a project architect with full responsibility for the architectural design of major building projects.

Substitutions Allowed:

1. College training in architecture may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of five (5) years for a Bachelor's degree program in architecture.
2. A Master's degree in architecture may be substituted for one (1) additional year of the General Experience.

Preferred Experience: In addition to the above requirements, the preferred candidate will have the following experience:

1. Demonstrated ability to independently conduct reviews for all phases of complex school construction project documents for consistency with school construction grant program standards, compliance with state and federal codes, regulations, and statutes.
2. Demonstrated ability to manage and conduct complex school construction project meetings with design professionals, district representatives, and local officials on document submission for completeness, review, acceptance, and approval.
3. Knowledge of school construction grant program funding as it pertains to school construction documents to determine eligibility for state grant assistance.
4. Demonstrated ability to make determination as to "reasonability" and "necessity" for purposes of eligibility.
5. Demonstrated ability to coordinate review of other State Agency requirements as needed.
6. Demonstrated ability to use Microsoft Office Suite and experience using industry standard software such as AutoCAD, REVIT, MS Project, etc.
7. Demonstrated interpersonal skills, oral and written communication skills.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, Application for Employment (http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf), and two professional letters of reference (State Employees: last two years attendance calendar and last two service ratings) to:

Ms. Morgan Roane
Department of Administrative Services
165 Capitol Avenue, 5th Floor East
Hartford, CT 06106
FAX: (860) 730-8278

EMAIL: morgan.roane@ct.gov

Subject line MUST include: Job Posting No. and Your Last Name

Applications will be accepted by U.S. Mail, email or fax. Late or incomplete applications will not be considered.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.