

DEPARTMENT OF ADMINISTRATIVE SERVICES  
INTERNAL JOB OPPORTUNITY  
ARCHITECT  
BUREAU OF PROPERTIES AND FACILITIES MANAGEMENT

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

**Open To:** DAS Employees Only

**Location:** State Office Building, 165 Capitol Ave., Hartford, CT

**Job Posting No:** 00004357

**Hours:** 35 hours per week

**Salary:** ES-30 \$74,183.00 - \$102,635.00

**Closing Date:** October 17, 2013

**Eligibility Requirement:** Candidates must meet the minimum General and Special Experience for this classification. Department of Administrative Services employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Position Information:** 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.

More specific to DAS Facilities will be required to provide state agency space planning support, review and evaluation of Agency "Request for Space" submittals, assist in maintaining the State JESTIR system, prepare and review computer aided design documents, provide technical and design assistance for state building projects, participate with various state agencies in state building planning procedures, provide project management for facility capital improvement projects, assist in the development of the annual DAS Infrastructure Improvement Plan, evaluate minor capital improvement projects for state facilities and perform the programmatic and administrative requirements for state facility projects from planning through the completion of construction.

**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.

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

**Substitution 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.

**Special Requirements:**

1. Incumbent in this class must be a Connecticut Registered Architect.
2. Incumbents in this class may be required to travel.

**Working Conditions:** Incumbents in this class may be exposed to some risk of injury or physical harm from site environments and to some discomfort from year round weather conditions.

**Preferred Experience:** In addition to the above requirements, the preferred candidate will have 5 years experience providing technical and design assistance for state facility building projects as well as over 2-years experience participating in various state agency facility planning processes and project management for facility capital improvement

projects. The preferred candidate should also have an understanding of the DAS Annual Infrastructure Improvement Plan and administrative program requirements for state facility projects from planning through the completion of construction.

**Note:**

1. Non-Examined refers to Section 5-219 of the Connecticut General Statutes which permits appointment of candidates to competitive positions without formal examination when a professional license, professional degree, accreditation or certificate is a mandatory requirement for appointment to a class.
2. 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, a resume, an HR-12 Application for Employment; and copies of applicable registrations and licenses no later than the close of business on October 17, 2013 to:

**Timothy J. Geary**  
**Department of Administrative Services**  
**165 Capitol Avenue, 5<sup>th</sup> Floor East**  
**Hartford, CT 06107**  
**FAX (860) 622-4922**

**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.