***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Architect**

Job Family: Design & Construction

Sub Family: Design Architecture

**Job Summary:**

Responsible for designing moderately complex Architectural systems for building renovations, including research laboratories, academic spaces, and offices. Responsible for identifying user requirements, conducting thorough field surveys.

**Essential Functions:**

* Meet with client and review requirements to determine architectural, space planning and interior design scope of work. Prepare budget level and detailed cost estimates and schedules for new projects. Design architectural systems using industry standard procedures.
* Estimate work effort and durations within discipline to assist in preparing fee proposals for design services.
* Estimate cost and duration of construction within design discipline at various stages of design, including budget estimating at project initiation through final design documents.
* Utilize CAD software to design and produce construction drawings for bidding and create construction specifications to suit the needs of the project and to meet the requirements of the UMB Design Standards and Architecture/ Engineering Procedure Manual.
* Review and correct drawings to ensure proper architectural techniques and required specifications have been utilized, and to ensure that the design is in compliance with the requirements of the University Design Standards and Architecture/Engineering Procedures.
* Perform space analysis, programming studies, and feasibility studies, conduct building assessments, and provide technical assistance to other team members. Write and edit reports to summarize results of analyses and assessments, and provide recommendations.
* Inspect work under construction to insure compliance with the construction documents and contract requirements.
* Perform all construction phase services, including reviews and mark-ups of product submittals, shop drawings, request for information, construction schedules, change order proposals, contractor invoices, etc. Prepare supplemental instructions and constructive responces.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors Architecture

Experience: Five (5) years of related architecture experience

Supervisory:

Licensure/Certification: Registered and licensed with the Maryland Board of Architects preferred.

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E0201E

SOC Code: 171011 IPEDS: Computer

EEO6 Code: Professional State Code: 9534001

USM eCode: E30020 AAP Code: 3A