

**CLASS TITLE:           ARCHITECT – BUILDING COMMISSION  
(ACCESSIBILITY)**

**Class Code: 02251500  
Pay Grade: 35A  
EO Code: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform professional architectural work pertaining to the planning and designing for the erection, enlargement, alteration, and repair of state buildings and structures or any parts thereof; to plan, supervise, coordinate, and review the activities of a staff engaged in surveying and inspecting construction designed to provide accessibility for the handicapped to state owned or leased buildings; to manage all projects, procurement and contracts funded by handicapped bond funds including A&E contracts, construction and equipment purchases; to conduct inspections and supervise staff engaged in surveys and inspections to determine compliance with ADA requirements; and to do related work as required including assisting the Building Code Commission with code enforcement and administration responsibilities; and to do related required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with wide latitude for performance of technical tasks or independent judgement; work is subject to review for conformance to established policies and procedures.

**SUPERVISION EXERCISED:** Supervises the work of architects who work as consultants to the state, architects and designers for manufactured building suppliers or architects who require professional code assistance from the state on private building designs; oversees the adequacy of the performance of private contracts and consultants during said projects; supervises the activities of a hearing officer.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To coordinate the plan review process in the Office of the Building Commission.

To confer with supervisor and with agency heads concerning plans and designs for the erection of new buildings and the enlargement, alteration, and repair of existing buildings and structures, or any parts thereof.

To develop and execute preliminary and final working drawings and specifications for proposal construction purposes.

To prepare explanatory detail drawings.

To make cost estimates of construction, repairs, and alterations.

To check shop and detailed drawings submitted by contractors for completeness, accuracy and conformity with contract requirements, and to make reports and recommendations to a superior concerning such drawings.

When required, to inspect projects under construction, whether new, or being enlarged, altered or repaired, and to appraise work progress and to make reports thereon to a superior.

To design, plan, supervise, coordinate, and review the activities of a staff engaged in surveying and inspecting all construction designed to provide accessibility for the handicapped to state owned or leased buildings and for complaints on privately owned buildings regarding the Americans with Disability Act (ADA).

To assist state and local agencies in interpreting building codes and federal regulations pertaining to accessibility for the handicapped.

To supervise and inspect the reconstruction and alterations of state owned leased buildings, and private buildings where necessary to ensure compliance with accessibility requirements.

To act as liaison with appropriate federal agencies with respect to such matters as requests for variances or final notification of compliance.

To ascertain apparent instances of non-compliance and to recommend appropriate action.

To prepare special and recurring reports containing findings of fact and conclusions.

To coordinate with various state agencies and commissions including the Division of Purchases and Governor's Commission on the Handicapped.

To schedule and conduct hearings and supervise a hearing officer regarding complaints under state and federal laws, administer the hearing process and maintain records.

To schedule and administer inspections and records resulting from inspections.

To manage all project procurements and contracts funded by handicapped bond funds including A&E contracts, construction and equipment purchases.

To conduct and supervise staff engaged in surveys and inspections to determine compliance with ADA requirements.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the State Building Code as well as the national standards which are reference therein; the ability to guide, coordinate and control the design of other architects for projects whose scopes may vary from housing to hospitals or prisons; a thorough knowledge of the principles and practices of architecture; a thorough knowledge of building construction materials and of modern methods and techniques as applied to building erection, enlargement, alteration, and repair; the ability to make complete architectural plans, specifications, schedules, and cost estimates for new buildings, and structures and for the enlargement, alteration and repair of existing buildings and structures or any parts thereof; the ability to administer hearings, the hearing process and records keeping; a thorough knowledge of purchasing procedures; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a college of recognized standing with specialization in architecture; and

**Experience:** Such as may have been gained through: employment in architectural work in the office of a practicing architect of acknowledged standing; familiarity with purchasing procedures relative to design and construction contracts; familiarity with procedures pertaining to the conduct of hearings involving complaints regarding compliance with codes and regulations or the interpretation of codes and regulations relative to construction or handicapped access.

**SPECIAL REQUIREMENT:** At the time of appointment must possess a certificate of registration issued by the Rhode Island Board of Examination and Registration of Architects and must maintain such certificate or registration as a condition of employment.

Class Revised: February 16, 1997

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