
ST. JOSEPH

SCHOOL DISTRICT

Position Title: District Architect

Qualifications:

Required: College education with a bachelor's degree (minimum) in architecture from an accredited college or university. Must be a licensed architect registered in the state of Missouri. Verifiable design experience, such as bid specifications and technical designs.

FLSA: Exempt

Salary Schedule: Per Approved Professional Staff Salary Schedule

Direct Report: Director of Operations and Warehousing

Terms of Employment: 12 month

Eligible for emergency telework: No

Purpose: This architect will serve as an in-house project designer and construction manager. Emphasis in the design and management of annual applicable capital projects.

Essential Job Functions:

- Attend work in a regular, reliable and punctual manner.
- Works with the Director of Operations and the supervisors to identify, evaluate, and design capital and building improvement projects.
- Be proficient with AutoCAD or an equivalent program.
- Conduct construction meetings with contractors.
- Write specifications manuals, bidding documents, and project contracts.
- Write, file, and monitor all Prevailing Wage documents including payroll reports as required by federal and state regulations and Board policies.
- Manage files for all projects and approve pay applications.
- Serve as quality control for contracted projects.
- Works with maintenance, facilities staff, and building principals to implement a comprehensive energy program.
- Manage solid waste and recycling programs.
- Knowledgeable in ADA and asbestos management.
- Performs other duties and responsibilities as may be assigned by the Director of Operations and Warehousing or the Chief Operating Officer.

Employee Behavior and Conduct:

District employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact,

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both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest, and respectful.