Adams12 Five Star Schools

Job Description
Revised/Updated: September 2024

Job Title:	**Bond Coordinating Architect**	Job Code:	**5040**
Job Family:	**Non-Certified Administrative**	FLSA Status:	**Exempt - P**
Pay Program:	**Administrative**	Pay Range:	**16**
Typical Work Year:	**12 months**		

SUMMARY: Coordinate, support, and collaborate with district Facilities Planners and Construction Project Managers to, manage and monitor the planning and design of district facilities provided by architects, engineers, and consultants. Review projects at each phase of development for compliance with educational and technical specifications (per district policy), applicable codes (federal, state, local city, Americans with Disabilities Act (ADA) and standards, budgets, and schedules. Coordinate and collaborate with district departments for specific department design needs throughout project planning and design. Must be able to travel frequently among district locations.

This position is funded by 2024 bond proceeds and is anticipated to be funded for 5 plus years.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency and percentage of time may vary based on job assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Lead, define and develop design of facilities by applying expert understanding and knowledge of existing infrastructure and adequacy needs, research of historical data and evaluation, and interpretation of local, state, and federal codes and standards, including the currently adopted ICC International Codes and ADA Standards for Accessible Design. Supports the work of Facilities Planners, Construction Project Managers, and maintenance team through the expertise of items including but not limited to code compliance and technical aspects of building design. Apply a high-level knowledge and understanding of mechanical, electrical, and plumbing systems; building structures; civil site layout, grading, and site utilities in order to support design activities and project work.	D	30%
2. Participate in all stages and levels of project planning and design by supporting coordination and interfacing with a variety of individuals including Construction Project Managers, Facilities Planners, district leadership, principals and other educators, maintenance staff, outside consultants and contractors, and regulatory officials. Analyze, interpret, review and contribute to development of projects throughout programming, schematic design, design development, contract documents, and construction administration phases of design and construction Conducts plan reviews of all architectural and engineering aspects of building and site design.	D	20%
3. Design and develop documentation for the delivery of small facility modifications projects. Provide code analysis, drawings, and assessment of existing conditions and coordinate project permitting. Assist Facilities Planners with inquiries and development and documentation for delivery of facility modification projects.	D	20%
4. Responsible for understanding, managing, and updating the district's long range plans in collaboration with district leadership and Planning Manager. Execute these plans by tracking, identifying, and analyzing various complex data to meet district standards and achieve optimal facility functionality, including but not limited to, facilities life cycle, deferred maintenance, and space adequacy evaluations. Communicate with district leadership, Facilities Planners, and Construction Project Managers regarding these plans and be able to speak to progress and completion of milestones.	M	5%
5. Responsible for collecting, analyzing, managing, and organizing data related to all facilities within the district. Understanding and synthesizing data to be used for capital planning and long-range planning. Review and perform high-level feasibility studies of proposed school sites.	M	5%

6. Lead and manage jurisdiction entitlement processes including but not limited to: collaboration with jurisdiction planning and development engineering staff and district project team throughout planning, design, and construction. Coordination of entitlement submissions and comment responses. Prepare and assist with preparation of grant applications and assist Construction Project Managers in management of awarded grants.	M	5%
7. Participate in the selection and contracting of architectural, engineering, and construction management firms. Assist in updates to and application of standard District contracts.	W	5%
8. Manage and maintain the District's Educational Specifications and Technical Guidelines by supporting Facilities Planners with expert-level analysis/review of requested updates and incorporating changes. Ensure facilities projects comply with District Education Specifications and Technical Guidelines. Lead collaboration with the Learning Services department for the Educational Specifications updates.	M	5%
9. Perform other duties as assigned.	Ongoing	5%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in architecture, engineering or related field. Master's degree in architecture preferred.
- Minimum of six (6) years professional experience as a licensed architect.
- Minimum of four (4) years of experience managing facilities design projects, including coordination and/or management of multiple disciplines, including civil, structural, and mechanical and/or electrical engineering.
- Experience in school facility planning and design preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Registered architect in Colorado within six (6) months after entering position.
- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to travel frequently among district locations.
- Oral and written communication, interpersonal, and organizational skills.
- Ability to read and interpret design and construction documents.
- Ability to accomplish tasks with minimal supervision.
- Project management skills.
- Advanced skills in planning and design; including health, life safety, code compliance and accessibility.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to read, interpret and understand blueprint, design and construction documents.
- Knowledge and ability to use AutoCAD, Revit, Archibus, and/or other drafting software.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copiers, e-mail, etc.
- Operating knowledge of and experience with Microsoft Office and Google software/applications.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within two (2) months after entering position.
- Operating knowledge of and experience with AutoCAD and facilities management databases.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Director, Facilities Design	5085

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Participate in developing, administering, monitoring and coordinating budgets for construction projects and programs.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit			X	
Use hands and fingers, to handle or feel				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor weather conditions		X		
Extreme cold (non-weather)		X		
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	