



The University of North Carolina Wilmington

ARCHITECT
COMPETENCY PROFILE

Description of Work: Positions in this class typically plan, design, manage, and review construction, development, or manipulation of the physical environment for practical, esthetic, religious, or creative objectives, such as university facilities, office buildings, theaters, industrial facilities, landscaping, and/or other physical property. They assess programmatic needs, available funding, site constraints, and regulatory requirements and develop a design that addresses project requirements. They may analyze and/or review consultant firms' construction and renovation plans to ensure all plans are functional, safe, economical, and sufficient to meet the needs of the community. These positions are typically involved in all phases of project development, from the initial programming and scope definition with the user groups and other stakeholders through the entire construction process including close-out. These positions may be involved in obtaining construction bids, selecting contractors, and negotiating construction contracts. After discussing and agreeing on the initial proposal, some may develop final construction documents (drawings and specifications.) Typically included in these documents are: drawings of the structural system; air-conditioning, heating, and ventilating systems; electrical systems; communications systems; plumbing, utility, site; landscaping, and/or related physical structures. The documents specify the building materials and, in some cases, the interior furnishings. In developing designs, these positions follow building codes, zoning laws, fire regulations, and other ordinances. As construction proceeds, they visit building construction sites to make sure that contractors follow the design, adhere to the schedule, use the specified materials, and meet work quality standards. Positions within this profession have similar job duties, but differ primarily in relation to the size, scope, and complexity of the projects they are assigned. Positions at the highest levels tend to work on "large scale" projects and/or oversee programs that have a significant budgetary, economic, organizational, and community impact.

ROLE DESCRIPTIONS BY COMPETENCY LEVEL		
CONTRIBUTING	JOURNEY	ADVANCED
<p>These individuals are normally involved in the architectural design-of a limited or specialized range of architectural services. Work is normally defined within a limited range of physical structures, materials, building materials, and coordination of services with a lesser range of professional, trades, and contractor considerations. This level is generally differentiated from the Journey by its lesser complexity of projects, scope, variety, budgetary impact, and work is often conducted under the direction of higher level professionals, managers, and/or Directorial staff that are afforded the decision making authority.</p>	<p>Individuals at this level are normally handling the coordination and planning of mid-large scale renovation and construction projects. Positions may act as agency/university leads, project managers, or supervisors of lower level professional or technical staff. They directly work with agency and university professionals, committees, advisory boards, and community officials to plan architectural projects. This level of competency is primarily differentiated from the Advanced by its lesser degree of involvement the long-term organizational planning of campus/agency objectives, lesser or no involvement in the development of original designs, and lesser involvement in the supervision of staff.</p>	<p>Individuals at this level may be expected to provide building or renovation design solutions, coordinate or consult on large-scale construction projects; supervise/oversee lower level engineering, architectural, trades, and administrative staff. They will be directly involved in the long-term organizational or master planning and design and construction of facilities that have significant financial, economic, community, commercial, or environmental impact. Given these positions level of expertise, they will also typically be the University or agency initial contact for legal matters associated with construction and/or act as agency/university professional representatives.</p>

Competency	Definition
Professional/Technical -Knowledge	A demonstrated understanding of building design and construction from site analysis and programming through close out. Understanding of structural, mechanical, electrical, communication, utility, plumbing, and/or architectural specialty systems/components. Experience with administration and management of projects, customer service and guidance, building specifications, permitting/safety, and land usage rules and regulations. And a demonstrated understanding of the relationship between all organizational concepts.
Project Design, Development, Planning & Analysis	The ability to analyze programmatic requirements and site and budget restraints to produce designs that address project criteria effectively. Alternately, to be able to assess consulting design professionals' proposed design solutions. The ability to develop project directives, outlines, projections, budgetary estimates, time lines, resource studies, and strategies to meet pertinent building/construction rules, regulations, and permitting.
Administration and Management	Knowledge of business and management principles involved in strategic planning/problem solving, resource allocation, human resources modeling, leadership technique, production methods, budgetary analysis, and coordination of people and resources.
Communication	The ability to understand and analyze projects and communication in either written, verbal, or graphic representations for user groups, contractors, administrators, consultants, engineers, and to a variety of non-professional contacts. The ability to present projects to advisory committees or other large groups.

Competency	Contributing	Journey	Advanced
<p>Professiona/Technical - Knowledge</p>	<p>1. Applied understanding of a broad range of architectural concepts-including design and construction, related engineering fields, administration and customer - service, public safety and security, and applicable building codes and regulatory considerations.</p>	<p>1. Applied understanding of a broad range of concepts, such as building and construction, design, engineering and technology, administration and management, mathematics, computers and electronics, customer and personal service, public safety and security, and applicable safety/legal considerations.</p> <p>2. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, budgeting and coordination of people and resources.</p>	<p>1. Applied understanding of a broad range of concepts, such as building and construction, design, engineering and technology, administration and management, mathematics, computers and electronics, customer and personal service, public safety and security, and applicable safety/legal considerations.</p> <p>2. Extensive knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, community perceptions, standards, fiscal policies, and the overall objectives of the agency or university.</p>
Competency	Contributing	Journey	Advanced
<p>Project Design, Development, Planning & Analysis</p>	<p>1. Architectural staff focused on projects of limited size and complexity and/or a member of a larger team working on a particular project/program, most commonly supervised by</p>	<p>1. Individuals are able to review and provide guidance and direction to designers and contractors for med-large scale/complex projects; as</p>	<p>1. Individuals are normally able to provide building or renovation design solutions, and can provide guidance and direction to consulting design professionals and</p>

	<p>an individual in a journey or advanced position.</p> <p>2. Positions are expected to analyze agency/university programmatic needs associated with a given project and see it to completion.</p> <p>3. Work is generally conducted independently, but subject to review of higher-level staff, supervisors, or managers.</p> <p>4. Positions will normally be responsible for coordinating the work of contractors and internal staff to complete projects of a limited size and complexity or in a specified range of architecture.</p>	<p>well as provide guidance to university or agency officials in the long-term development of buildings, facilities, roads, parking structures, or other planning regarding the physical environment.</p> <p>2. These positions are agency or university main points of contact for the long-term planning and development of projects. They often act as leads for multiple med-large scale/complex projects, acting in an administrative/ advisory/review capacity.</p> <p>3. Such positions will also provide guidance, approval, and coordination assistance for alterations conducted by facilities, such as office design changes, space planning, HVAC/Electrical system changes, and/or related alterations to the original blueprints of university or agency structures. They will also be expected to review multi-project designs schematics to anticipate structural issues that may affect</p>	<p>contractors for med-large scale projects; and can provide guidance to university or agency officials in the long-term development of structures to meet specialized needs.</p> <p>2. These positions are agency or university main points of contact for the long-term planning and development of university or agency projects.</p> <p>3. Positions may have supervisory or oversight responsibilities including responsibility for reviewing the finish work of his/her subordinates, such as lower level architects, engineers, technical staff, trades staff, and contracted employees.</p> <p>4. They are able to effectively assess the programmatic needs of the user groups and make recommendations for new large-scale projects.</p> <p>5. Positions may generate project design and documentation or may act as the final - approval contact for projects</p>
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<p>Administration and Management</p>	<p>1. Positions as this level provide professional services and are typically involved in all phases of development, from the initial discussion with the client through the entire construction process for projects of a limited size and scope. 2. Positions will provide guidance to university/agency representatives, planners, budgeting, construction, landscaping, and/or grounds staff on the development of new projects.</p>	<p>1. Positions as this level provide professional services and are typically involved in all phases of development, from the initial discussion with the client through the entire construction process. 2. Positions will normally be expected to handle project initiations, designer selections, and project planning. 3. Positions will complete reviews of projects through all phases – programming and site analysis; schematic design; design</p>	<p>1. Positions at this level actively manage and coordinate multiple, varied, and/or large scale new construction, renovation, repair, and rehabilitation projects. 2. Positions may be overseeing or supervising lower level architects, architectural technicians, specialists, or related technical staff. Some job duties may be assigned to lower level staff by this employee. 3. Positions tend to have significant fiscal</p>

		development; and construction documentations 4. Positions may be required to coordinate bidding activities with outside contractors, bid negotiations, and award contracts.	responsibilities associated with projects/programs.
Competency	Contributing	Journey	Advanced
Communication	<p>1. Able to effectively provide information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.</p> <p>2. Able to actively listen to client needs and concerns.</p>	<p>1. Able to effectively provide information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.</p> <p>2. Able to actively listen to client needs and concerns.</p> <p>3. Positions may be required to be actively involved in advisory and planning boards for the development and long-term planning of large scale, physical structures, including but not limited to facilities, roads, parking lots/decks, etc.</p>	<p>1. Positions are expected to effectively communicate with a broad range of agency/university officials and delegating bodies. Positions will be expected to advise and provide oversight for large-scale projects and be able to effectively communicate the long-term structural objectives to the university, agency, or governing bodies. Ability to present to advisory committees or other large groups.</p> <p>2. Positions will often be required and afforded the authority to revise internal policy and procedural. May make recommendations to the state level.</p>

