



ARCHITECTURE

General Summary

Architects design new buildings, extensions or alterations to existing buildings and advise on the restoration and conservation of old properties. They can work on individual buildings or on large redevelopment schemes, and can be responsible for the design of the surrounding landscape and spaces.

Architect I

Jobcode: AREP26

Pay Band: AA

FLSA Status: Exempt

Distinguishing Characteristics

This position is the entry level of the Architecture Series which accounts for the preparation of minimally complex architectural designs, drawings and specifications.

Recommended Education and Experience for Full Performance

Bachelor Degree in Architecture from an accredited college or university and six (6) years of professional experience in architectural design, project management or construction management.

Minimum Qualifications

Bachelor Degree in Architecture from an accredited college or university and four (4) years of professional experience in architectural design, project management or construction management

Essential Duties and Responsibilities*

- Prepares minimally complex architectural designs, drawings and specifications
- Conducts code compliance and inspection and review of facilities, drawings, campus and buildings under supervision
- Assists in project planning and review of construction documents from an architectural perspective under supervision.

Architect II

Jobcode: AREP30

Pay Band: AB

FLSA Status: Exempt

Distinguishing Characteristics

This position is the senior level of the Architecture Series which accounts for the preparation of complex architectural designs, drawings and specifications. Some design work may be performed under the supervision of the Staff Architect.

Recommended Education and Experience for Full Performance

Bachelor Degree in Architecture from an accredited college or university and eight (8) years of professional experience in architectural design, project management or construction management.

Minimum Qualifications

Bachelor Degree in Architecture from an accredited college or university and six (6) years of professional experience in architectural design, project management or construction management.

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*Essential Duties and Responsibilities**

- Develops designs and administers small capital projects from schematic design through construction documents.
- Oversees the construction process by providing in-house construction administration services.
- Evaluates projects' conformance with state and federal standards, such as federal and state ADA requirements, building code, life safety code, health regulations and assess the technical preservation aspects.
- Assesses condition of buildings and historic features and assist with development of scope and protocols for treatment of historic resources.
- Perform architectural and space needs assessments for user agencies for both state and leased facilities.
- Provides guidance in collaboration with architects, engineers and preservation professionals in the preparation of construction documents, structural assessments, preservation plans, historic structure reports, cultural landscape reports, energy efficiency assessments, space use assessments, ADA requirements and managing the life safety code program for the NM Department of Health.
- Evaluates project scope of work, budget and schedule to determine project feasibility.
- Works with user agencies, preservation professionals, not-for-profits, architects and local government entities regarding development of feasible projects that benefit historic preservation state-wide and can be implemented in the short time frames and budgets available.
- Provide technical assistance in design and preservation practices in regard to State and Federal tax credit rehabilitations of historic buildings.
- Provide information and assistance to the public, healthcare design consultants, and facility administrators, on understanding and implementation of regulatory requirements.
- Reviews and evaluates submissions from architects/engineers, developers, non-profits as part of the approval process.
- Evaluates eligibility of buildings for the State and National registers.
- Performs field surveys and inspections at healthcare facilities to supervise & manage Life Safety Code surveyors.
- Analyzes proposed legislation and assesses its potential impact to the public.
- Assists in promulgation of new regulations or revision of existing regulations for healthcare facilities.
- Organize seminars, participate in presentations as a speaker and develop workshops related to architecture, accessibility, historic preservation, etc.

Staff Architect

Jobcode: AREX46

Pay Band: AC

FLSA Status: Exempt

Distinguishing Characteristics

This classification is the sole, statutorily required Staff Architect for the State of New Mexico responsible for assisting the State of New Mexico in acquiring the highest value in design and construction of State facilities.

Recommended Education and Experience for Full Performance

Master Degree in Architecture from an accredited college or university and twelve (12) or more years of professional experience in architectural design, project management or construction management. Must be a legal resident of New Mexico and a registered Architect in the state of New Mexico (61-15-1 through 61-15-13 NMSA 1978 and 16.30.1 through 16.30.4 NMAC) for a minimum of two (2) years.

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Minimum Qualifications

Bachelor Degree in Architecture from an accredited college or university and ten (10) years of experience in architectural design, project management or construction management. Must be a legal resident of New Mexico and a registered Architect in the state of New Mexico (61-15-1 through 61-15-13 NMSA 1978 and 16.30.1 through 16.30.4 NMAC) for a minimum of two (2) years.

Essential Duties and Responsibilities*

- Manages and directs overall development efforts for Division projects and programs.
- Serves as source of information for local public body representatives, contractors, architects-engineers (A-Es), suppliers, etc., on Facilities Management Division (FMD) activities, and project delivery best practices.
- Serves as the design authority for capital construction projects.
- Evaluates capital project budgets, scopes and schedules for adequacy and adherence to functional and operational requirements.
- Assists the director of the Facilities Management Division in carrying out the provisions and requirements of the Property Control Act.
- Provides guidance and supervision to the Capital Projects Team Leader and other architects and engineers within the division.
- Reviews plans and specifications developed by architects or engineers contracted for the construction of new buildings or for the remodeling or renovation of existing state buildings under the jurisdiction of the division.
- Develop plans and specifications for state projects whose expenditures do not exceed five hundred thousand dollars (\$500,000) and that consist of repair, replacement or remodeling of nonstructural elements.

Bargaining Unit:

Statutory Requirement for Staff Architect: Must be a legal resident of New Mexico and a registered Architect in the state of New Mexico (61-15-1 through 61-15-13 NMSA 1978 and 16.30.1 through 16.30.4 NMAC) for a minimum of two (2) years.

Conditions of Employment: N/A

Working Conditions: Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Established: 06/16/2017

Revised:

**Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website (www.spo.state.nm.us) to ensure this represents the most current copy of the position.*

***Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.*