



<b>Job Title</b>	Architect
<b>PVN ID</b>	VC-2411-006559
<b>Category</b>	Administrative Services
<b>Location</b>	OFFICE OF VC - FACILIT PLAN, CONSTRUC & MGMT
<b>Department</b>	Design, Construction, and Management
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$90,000.00 - \$110,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jan 02, 2025 (Or Until Filled)

## General Description

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CUNY has embarked on a multi-billion dollar and multi-year capital design and construction program at its 25 campuses. As a member of the engineering team in the Design, Construction, and, Management department of the Office of Facilities Planning, Construction, and Management (FPCM), the Architect plays a vital role in successfully implementing this program. The architect's primary responsibility is for the architect's scope within renovation projects, energy performance projects, repair projects, and capital maintenance projects at CUNY campuses.

The Architect is responsible for the following duties including the development of project scopes of work for new projects, the review of architectural and general construction design documents, permitting, violation removal, and assisting with construction administration. Included are coordination with and responsibility for communicating with other disciplines and CUNY Campuses.

## Other Duties

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- Develop the architectural component of the scopes of work for new projects, ranging from minor rehabilitations of less than \$0.5M construction cost to the design and construction of new \$100M+ facilities
- Review of consultant's design documents for conceptuality, constructability, accuracy, and adherence to code/zoning regulations
- Coordinate with the Project Management team to follow up on the progress of the architectural component of design projects for approving consultant design documents
- Assist the project management team in evaluating the performance of the consultants
- Issue guidelines and procedures for projects in conformance with applicable codes, zoning, and regulations
- Interfaces with the Department of Buildings to resolve violations
- Coordinating with other engineering disciplines and preparing technical reports as required by the

#### Director of Engineering

- Preparing Architectural standards and specifications
- Perform Class V cost estimates for projects as required
- Review shop drawings and submissions
- Assist the project management team in checking the architectural and general construction installations during the construction phase
- Represent the Director of Engineering in conferences and meetings in his absence
- Conducting research, performing code and zoning analysis
- Participating in conferences, events, and networking and learning opportunities
- Perform quality assurance site visits during the construction phase and prepare the report
- Establishing relationships with campuses, vendors, suppliers, other professionals, and expanding networks
- Establishing relationships with other governmental agencies to ensure design and construction documents adhere to the applicable regulations
- Acting as a mentor to new Architects and helping them fine-tune their design skills and improve their industry knowledge
- The Architect may have a supervisory role for DDCM interns if required
- Other duties as assigned

## Qualifications

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### Minimum Qualifications

- A bachelor's degree in engineering, architectural, or construction-related curriculum
- 5+ years of design and construction management experience as an Architect
- Experience in project management methodologies, planning, cost control, construction economics, cost lifecycle analyses, and financial management
- Understanding of building components and construction
- Knowledge of related regulations, New York City and New York State codes

### Preferred Qualifications

- NY State Professional Engineering License or NY State Architecture License
- Master's degree in Engineering, Architecture, or Construction Project Management
- PMP Certification
- Experience with New York State and/or New York City agencies and their regulations Experience with New York State and/or New York City design and construction projects Demonstrated project management skills
- Strong technical and analytical skills
- Computer skills, including email, spreadsheets, databases, project management, and presentation packages

### Core Competencies

- Excellent written and verbal communication
- Ability to work on multiple design and construction projects at one time
- Excellent organizational skills and the ability to multi-task

- Ability to work under pressure and to meet multiple deadlines
- Ability to prioritize competing work
- Self and team motivator
- Ability to be a team player
- Ability to set project priorities and adjust implementation strategies
- Ability to work effectively with staff, associates, and internal and external constituents
- Knowledgeable of capital and operating budgets
- Alert and observant and looking for ways to improve processes
- Out-of-the-box thinker, creative, inventive, and adaptable to situations