

## JOB DESCRIPTION

<b>JOB TITLE</b>	Architect I
<b>DEPARTMENT</b>	Construction
<b>REPORTING TO:</b>	Architect II / Senior Architect

### Summary:

The Architect I interfaces with clients and end users to ensure that project designs are aligned to specified requirements and are functional, safe and economical. He'/she is required to provide direct support to the Architect II and/or Senior Architect and to seek guidance on complex assignments as required to meet set deadlines.

### Education, Knowledge and Experience

- Bachelor's Degree in Architecture
- Post Graduate Degree in Architecture will be an asset
- Valid registration with The Board of Architecture of Trinidad and Tobago (BOATT)
  
- Knowledge of laws and regulations governing large construction projects
- Knowledge of Building Codes
- Working knowledge of State Financial Regulations
- Proficiency in the use of Microsoft Office Suite and any other software as relevant to job functions
  
- Minimum of five (5) years' post qualification (BA) experience
  
- OR**
  
- Equivalent combination of Qualification, Training and Experience

### Key Functions & Responsibilities

#### Administrative

- Assists where necessary with the preparation of applications for planning and building approvals from the relevant authorities
- Supervises the preparation of paperwork ensuring compliance with legal and corporate requirements
- Participates in evaluation of tenders and proposals
- Submits recommendations as necessary to ensure that industry best practices are adopted by the Corporation

- Prepares weekly/monthly or other reports as necessary to provide input for determining on project realization

### **Technical**

- Attends pre-construction meetings as necessary and contributes to decision-making in the interest of goal achievement
- Evaluates construction documents to ensure client's needs being fulfilled as documented
- Takes action as necessary to allow for finalization of User Briefs.
- Advises Clients on the practicality and feasibility of projects from a design perspective
- Based on User Brief, prepares Schematic Drawings for presentations as well as inclusion in relevant Request for Proposal (RFP).
- Based on User Brief, prepares detailed workings, drawings and specifications for inclusion in relevant Request for Proposal (RFP) and for costing purposes.
- Assists with the preparation of Tender Notes and Board Notes as they relate to changes or variations in design as required
- Prepares Design Criteria documents for use throughout construction phases
- Assists with the preparation of relevant documentation to the appropriate client and contractor
- Inspects and reviews approved designs to ensure compliance with user requirements, design criteria , as well as building and safety codes
- Inspects and reviews approved designs for constructability, cost effectiveness in construction and maintenance
- During the Design Process, coordinates the inputs and outputs of the design disciplines in accordance to the Terms and conditions of contract, in particular the approved project deliverables and execution schedule.
- Assists with providing solutions to design problems prior to and during the construction phase
- Inspects construction work in progress to ensure compliance with quality standards and specifications; takes action as necessary
- Inspects material samples and finishes to ensure compliance with quality standards, specifications and user requirements; takes action as necessary
- Prepares spatial and furniture and equipment layouts as scheduled
- Performs any other duties relative to the job function as may be necessary

### **Dimensions and Scope of Role**

- Operate within the internal Policies and Procedures of the Corporation
- Operate in accordance with national building codes
- Operate in accordance with approved Limits of Authority.
- Operate within relevant laws and regulations
- Operate in accordance with State Financial Procedures

## **Key Behavioral Competencies:**

**Relationship Building:** Ability to manage key relationships and respond promptly to internal and external needs

**People Development:** Has the ability to create an environment that enables action on the part of employees towards the fulfillment of organizational and individual goals. Is able to assess strengths and weaknesses and provide feedback that would enhance performance.

**Strategic Perspective:** Understands competitive markets and challenges within which Corporation operates. Ability to contribute to discussions on future trends, interrelationships and underlying issues.

**Workload Management:** Ability to contribute to determining measurable goals and objectives; Maintains focus on attaining high levels of performance and achieving results. Plans, prioritizes and organizes time and tasks to meet deadlines. Achieve objectives in an efficient and cost-efficient manner.

**Governance/ Compliance:** Demonstrates and behaves in accordance with the principles of transparency and accountability in accordance with laws, state and organizational policies and procedures

**Risk Management:** Has a sound knowledge of risk management principles and framework with a proactive approach to ensure compliance with national and corporate guidelines to mitigate risk.

**Communication:** Has the ability to communicate in a logical and organized manner; at all levels in the organization, and with external stakeholders. Willingly and consistently provide information in an easily understood manner that permits and encourages feedback.

**Integrity:** Displays honesty, and credibility in relationships and work situations, consistent with the Corporation's values and principles e.g.: walks the talk, sets good example, ethical conduct

**Problem Solving:** Is able to analyze complex data or situations, prioritize key issues; creates insightful solutions to problems and ensures proper execution

**Customer Service:** Ability to influence employees to use 'gold' standards in providing continuous service to our clients. Has a sense of urgency in addressing customer issues or seeks information about the real underlying needs of the customer, beyond those expressed initially

**Change Agent:** Is able to coordinate the transformation process using innovation and creativity as a catalyst for "mind-set" change in attitude and behavior for the optimal benefit of our communities

**Negotiation:** Ability to motivate, influence and convince others to take a particular course of action