



## **ARCHITECTURAL ENGINEER, BUREAU OF CAPITAL DEVELOPMENT & PLANNING (Contractual Non-Civil Service Position)**

Open: 08-4-2016

### **Position Overview**

This position reports to the Architect II, Capital Development & Planning.

The Architectural Engineer, plans, designs, reviews, and monitors implementation of routine architectural and building maintenance projects including production of designs, plans, and specifications; evaluation and selection of materials; and monitoring of method of construction and project budgets.

This position will be responsible for various building projects in support of Departmental development goals such as new park comfort stations, pavilions, or pool bathhouses; as well as assisting with capital maintenance efforts (eg. Re-roofing; interior renovations; ADA compliance renovations; etc...) on Departmental assets such as recreation centers, comfort stations and pavilions.

### **Job Duties**

1. Provides general overall project management of assigned projects, including preparation and maintenance of project time lines, budgets, and status reports.
2. Oversees the preparation of conceptual designs, and detailed design development occasionally with the assistance of contracted consulting teams. Consults with staff in other agencies, and internal and external stakeholders.
3. Prepares architectural plans and drawings, specifications and materials lists. Examines, reviews and recommends corrections of architectural plans, specifications, materials, designs and methods of construction submitted for review.
4. Assists with the preparation of necessary documentation to retain consulting teams, including writing RFP's, evaluating proposals, and evaluating invoicing.
5. Assists with liaison and presentations to the City of Baltimore's Urban Design and Architectural Review Panel (UDARP) and the Commission on Historical and Architectural Preservation (CHAP) on architectural and preservation requirements.
6. Follows the project through the bidding, award and contract execution phase.
7. Supports the Bureau's Construction Supervisor or the Contract Service Specialist with the construction phase, including assisting with reviews of time lines, cost estimates, shop drawings, RFI's, claims and punch lists.
8. Assists with monitoring during the warranty period.
9. In conjunction with the Bureau's Planner and Design Planner Supervisor, assists with preparing project cost estimates and descriptions for Capital Improvement Program submissions and grant submissions for future architectural projects.

10. Other duties as may be required from time to time.

### **Working Conditions**

The Architectural Engineer, Capital Development and Planning, will typically work a conventional work-week, though public meetings, events or site meetings may require flexing time to accommodate occasional work days beyond 9:00am-5:00pm, or Monday to Friday.

Work is largely performed in an office setting, though attendance at site visits and construction meetings may require occasional exposure to adverse conditions. Work requires minimal physical exertion; however, there are occasional long periods of sitting or standing when reviewing architectural plans. The Architectural Engineer will be expected to be able to visit all areas of facilities needing work and traverse un-improved preconstruction sites, and sites under construction.

### **Knowledge, Skills and Abilities:**

- Familiarity with public sector building design and construction.
- Knowledge of permitting and construction procedures pertinent to Baltimore City.
- Ability to write reports emails and other forms of written communication.
- Ability to work effectively with others.
- Ability to effectively communicate orally.
- Ability to compute cost estimates.
- Ability with modern office software including Microsoft Office Suite applications including Outlook, Word, Excel, and PowerPoint.
- Ability to work in CAD.

### **Education and Experience**

Qualified candidates will have a bachelor's degree in architecture, architectural engineering, or a closely related field from an accredited college or university and three years' experience in architecture, architectural engineering or an equivalent combination of education and work experience.

### **Licenses, Registrations and Certificates**

Registration as a Professional Architect or Engineer in the state of Maryland.

A valid MD Class C driver's license or an equivalent out-of-state driver's license acceptable to the Office of Risk Management is also required.

### **Compensation and Benefits**

This is a contract position currently at an hourly rate of approximately \$30/hr. (exact rate negotiable depending on qualifications the background and qualifications of the successful candidate). As a contract position, there are no benefits offered with this position.

### **Application and Selection Process**

For additional information please contact Ms. Teresa V. Meli at:

City of Baltimore

Department of Recreation and Parks

3001 East Drive

Baltimore, Maryland 21202

Phone: 410 396-6137/Fax: 410 889-3856

E-mail resumes to: [teresa.meli@baltimorecity.gov](mailto:teresa.meli@baltimorecity.gov)

The position of Architectural Engineer, Capital Development and Planning will remain open until filled. Interested candidates should submit a statement of interest and resume, specifically addressing the applicant's qualifications, relevant experience; and other significant factors as outlined above. Candidates with relevant education and experience will be invited to an interview.

NOTE: Those eligible that are under final consideration for appointment to the positions in this class will be required to successfully complete a drug test and authorize the release of criminal conviction information.

**Baltimore City is an Equal Opportunity Employer  
and promotes diversity in the workforce.**

**Stephanie Rawlings-Blake, Mayor**

**Mary H. Talley, HR Director**

**William Vondrasek, Acting Director, Dept. of Recreation and Parks**