



**BALTIMORE CITY**  
**RECREATION & PARKS**

**ARCHITECT II, BUREAU OF CAPITAL DEVELOPMENT & PLANNING**  
**(Contractual Non-Civil Service Position)**

Open: 08-4-2016

**Position Overview**

This position reports to the Chief of Capital Development & Planning.

The Architect II plans, designs, reviews and monitors implementation of complex architectural projects including oversight of the production of designs, plans and specifications; evaluation and selection of materials; and monitoring of method of construction and project budgets. Work may also involve supervising or providing functional guidance to other design and/or drafting personnel.

This position will take on responsibility for project management of various building projects in support of the 2015 Recreation and Aquatics Facilities Plan, including two centers each in excess of 30,000 ft<sup>2</sup> and budgets of over \$11M (Cherry Hill – preparing for public bid and Cahill – in design), as well as other smaller architectural projects.

**Job Duties**

1. Provides general overall project management of assigned projects, including preparation and maintenance of project time lines, budgets, status reports and presentations.
2. Oversees the preparation of architectural programs for proposed facilities, conceptual designs, and detailed design development with the assistance of contracted consulting teams. Consults with staff in other agencies, and internal and external stakeholders. Assists with public meeting preparation and attendance.
3. Oversees the preparation of architectural plans and drawings primarily through contracted consulting teams. Examines, reviews, and recommends corrections of architectural plans, specifications, materials, designs, and methods of construction.
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 with the construction phase, including assisting with reviews of time lines, cost estimates, shop drawings, RFI's, claims and punch lists.
8. In conjunction with the Construction Supervisor, assists and/or advises operational staff with commissioning tasks which may include implementation of security and IT systems; selection and procurement of furnishings and equipment; and any other tasks required to obtain an operational facility.

9. Assists Construction Supervisor with monitoring during the warranty period.
10. In conjunction with the Bureau's Planner and Design Planner Supervisor, assists with master planning and design program development for future architectural projects. Assists in preparing project cost estimates and descriptions for Capital Improvement Program submissions and grant submissions for future architectural projects.
11. Other duties as may be required from time to time.

### **Working Conditions**

The Architect II 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 Architect II will be expected to be able to visit 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 and comfortable in public settings.
- 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 Project Management Software (MS Project, etc.) and CAD an asset.

### **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 five years' experience in architectural design and implementation and five years' experience in project management 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 is desirable. 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 \$40/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: 410 396-6131/Fax: 410 889-3856

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

The position of Architect II, 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**