

Serves as an Architect on the staff of a design organization responsible for planning, and design of new and /or extension, conversion, or modernization of existing buildings or facilities. Assignments involve (a) performance of office and field architectural duties associated with architectural/engineering review, in house design; and (b) building or project sites with diverse climatic, geographic, and environmental conditions. Applies the latest design and construction techniques to all type structures and buildings.

1. Performs contract document preparation, review, assessment, and guidance, including the resolution of complex design problems, the development of CADD drawings specifications, and design analysis, as well as the preparation of appropriate documents for agency officials, client agencies, and contract Architect-Engineer (AE) firms.
2. Prepares statement of architectural scope of work and detailed man-hour estimates used for negotiating with architect-engineering firms for design services; and all pertinent correspondence, plans, reports, and A/E contract criteria necessary for project completion.
3. Produces design documents for standardized Army operational facilities, and evaluates functional and technical data pertaining to materials, equipment, shop drawings, proposals for modifications and additions, and methods of installation submitted by contractors. Reviews for technical feasibility, adequacy, and compliance with specifications. Determines if materials and equipment meet contract requirements and recommends approval or rejection of all or parts of the submissions and proposals. Confers with contractors to resolve any problems or conditions.
4. Reviews, evaluates, and determines adequacy of shop drawings, samples, certificates of compliance, laboratory analyses, and other submittals and data from contractors covered by Government contracts. Determines compliance or noncompliance for such submittals.
5. Evaluates design and construction objectives, identifies most economical and efficient procedures for building renovation design, and construction, including in house design, coordinating with other architects and/or engineers in coverage of all technical areas, resolving overlapping responsibilities among technical disciplines concerning attention to design, and meeting total building objectives and schedules; and preparing all drawings, specifications, and supporting documents necessary for advertised or negotiated procurement. Participates in A/E and/or design-build (D-B) evaluation and selection process. Evaluates and/or recommends the work of design and construction firms to ensure design excellence and compliance with all regulations and design criteria. Makes recommendations to contract officers concerning contract modification. Participates in cost estimating.