

POSITION TITLE: Architect

DEPARTMENT: Modernization

STATUS: Exempt

SALARY: \$75,000 - \$85,000, depending upon experience

POSITION SUMMARY:

This position reports to the Worcester Housing Authority's Vice President of Modernization for all architect/engineer and construction contracts and related activities in the Modernization Department, as well as for performance of architectural services in-house. This position works very closely with WHA Construction Project Managers to ensure compliance with Massachusetts state laws, regulations, and building codes.

ESSENTIAL FUNCTIONS:

1. Provides in-house design services (ACAD);
2. Develops and writes project specifications;
3. Takes on special projects as needed (e.g. survey of signage, form development, etc.);
4. Prepares award letters and other correspondence related to award of a contract for review and signature by the Vice President of Modernization;
5. Assists in the development of specific work items for architect/engineer contracts and coordinates Requests for Proposals (RFPs);
6. Reviews architect/engineer designs and bid documents for completeness and schedules Invitations for Bid (IFB);
7. Handles bid and RFP processes, including advertising, addenda, logging submittals, organizing bid openings, and distributing RFPs with scoring sheets to assigned reviewers;
8. Reviews and approves all change orders prior to forwarding to staff for sign-off;
9. Organizes all information on modernization systems, such as warranty and preventive maintenance needs and coordinates with the Vice President of Modernization for changes to current preventative maintenance programs;
10. Oversees all energy conservation improvements as directed by the Vice President of Modernization.
11. Performs similar job-related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Minimum of a B.S. in engineering, architecture or building sciences required; master's degree preferred;
2. Minimum of three (3) years' experience in the design, construction and management of complex construction projects;
3. Significant, thorough knowledge of state and federal bidding requirements. Working knowledge of state and HUD capital funding regulations;

4. Understanding of Government Procurement Practices, including Massachusetts General Laws (M.G.L.) Chapter 7; M.G.L. 30B, M.G.L. 149, and M.G.L. 30 & 39M;
5. MCPPO certification preferred, or ability to obtain Massachusetts Certified Procurement Official (MCPPO) title within three (3) years.
6. Exceptional written and oral communication skills;
7. Proficiency with project management tools and systems; experience in Revit, AutoCAD, Sketch-up, Rhino, Photoshop, Illustrator, and InDesign;
8. Knowledge of physical systems and building technology;
9. General contractor's license preferred;
10. Knowledge of HUD Capital Fund Program preferred;
11. Ability to prepare and monitor budgets;
12. Ability to prepare thorough written documentation of construction management meetings;
13. Ability to assemble and analyze factual information for the purpose of developing proposed courses of action and comprehensive solutions to program-related issues;
14. Valid, insurable driver's license;
15. Ability to be relied upon to be available for work.