

## **Overview:**

Brief Job Description (essential functions of the job):

The mission of the **Mayor's Office of Housing (MOH)** is to make Boston a more equitable and inclusive city where all residents can thrive. MOH oversees programs that create and preserve affordable housing, support homeowners and renters, provide housing and services to homeless individuals and families, and develop city-owned property. MOH seeks to carry out its mission through a lens of promoting diversity, equity and inclusion and addressing the effects of systemic racism in our city.

Under the direct supervision of the Assistant Director for Design and Construction, the Architect is responsible for conducting design review for affordable housing projects, both in response to Requests For Proposals and on privately owned sites for which agency financial assistance and/or land acquisition is sought. The Architect is responsible for maintaining compliance with agency design and construction standards.

## **Responsibilities:**

- Reviews preliminary design proposals, working drawings, construction documents and specifications for one, two family, multifamily and mixed use housing developments.
- Provides direction and feedback to architects and developers in the application of design and construction standards.
- Attends design review meetings and communicates with other agencies as required in the review of project proposals.
- Prepares site and architectural studies and assists in the design & development guidelines associated with Request for Proposals and/or Land Acquisition.
- Makes and prepares presentations as directed.
- Prepares and/or updates design guidelines.
- Reviews bidding documents, contract documents, construction estimates and project budgets.
- Monitors bidding process, negotiation and contractor selection.
- Provides field monitoring for projects under construction in coordination with construction management staff.
- Reviews change order requests in coordination with construction management staff.
- Performs other related duties as required by the position.

## **Minimum Entrance Qualifications:**

- At least two (2) years experience in the design or construction of housing and/or commercial projects.
- Undergraduate degree, concentration in architectural, design and/or construction related discipline Strongly preferred.
- Appropriate educational substitutions may be made.
- Eligible for Architectural registration.
- Excellent design, writing, communication and interpersonal skills.
- Proficiency using Word, Excel, Computer Aided Drawing programs such as AutoCAD, Multi-Media/ Graphic Design software and 3D modeling software.
- Knowledge of site design principles, architectural practices, building systems and costs.

- Familiarity with Boston Neighborhoods and zoning regulations.
- Knowledge of real estate development, planning and urban design issues. Knowledge of architectural requirements of federal and state housing programs, housing needs for special populations: Homeless, Elderly, AIDS, etc. is beneficial.
- Ability to exercise good judgment and focus on detail as required by the job.

#### **BOSTON RESIDENCY REQUIRED.**

Terms: Union/Salary Plan/Grade: SEIU 888/N-21

Hours Per Week: 35

Please refer to the Salary Information section on the Boston Career Center site for more information on compensation. For each Salary Plan, salaries are listed by Grade and Step.

The City of Boston is proud to be an Equal Opportunity Employer. We are committed to creating a diverse and inclusive environment. Therefore, qualified applicants will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical or mental disability, genetic information, marital status, sexual orientation, gender identity, gender expression, military and veteran status, or other protected category.

The City of Boston has played a role in causing and perpetuating the inequities in our society. To break down these barriers, we are embedding equity and inclusion into everything we do.

We define **equity** as **ensuring every community has the resources it needs** to thrive in Boston. This requires the active process of meeting individuals where they are. **Inclusion** is **engaging every resident** to build a more welcoming and supportive city. We are building a **city for everyone**, where diversity makes us a more empowered collective.