

Staff Architect - (240002CI)

Executive Office of Housing and Livable Communities (EOHLC) is seeking a Staff Architect in the Division of Public Housing!

AGENCY MISSION:

The Executive Office of Housing and Livable Communities (EOHLC) is charged with creating more homes in Massachusetts and lowering housing costs for residents.

Formerly known as the Department of Housing and Community Development (DHCD), EOHLC works with municipalities, local housing authorities, non-profit organizations, and development partners to provide affordable housing options, financial assistance, and other support to Massachusetts communities.

The Bureau of Housing Development and Construction (BHDC) oversees the management, maintenance, and administrative programs related to capital projects at 230 Local Housing Authorities (LHAs) in the Commonwealth, which serve approximately 75,000 residents in 43,500 state-aided public housing units.

OVERVIEW OF ROLE:

The Staff Architect has a primary responsibility of creating scopes of work and reviewing plans and documents for the discipline of architecture. Provides technical assistance to EOHLC, and to local housing authorities and their consultants in preparing capital improvement plans and designing new and/or renovating existing public housing developments. Assists in the development of modernization programs, design and construction guidelines and standards, design review procedures and technical standards. Conducts rapid reviews of Local Housing Authority (LHA), consultant designer work products to ensure compliance with Bureau of Housing Development and Construction (BHDC) guidelines and standards, program criteria, and MA state Building Code requirements and other statutory or regulatory requirements. May conduct more thorough reviews where non-compliance is evident and/or suspected and recommends appropriate action to assure that final contract documents meet all requirements. Reviews proposed change orders during construction and conducts post-occupancy reviews to evaluate completed construction contracts and the effectiveness of consultant work products, as required and as directed by the Supervisor.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):

1) Leadership:

- Prepares scopes of services, cost estimates, fee proposals, and schedules for design consultant in the form of a Request for Services or Work Order or reviews such work products by LHA consultants. May participate in designer selection and designer performance evaluation process.
- Conducts an architectural review of technical drawings and specifications for compliance with applicable code and EOHLC design requirements. Coordinates the architectural review with the Unit's engineering review staff.
- Advises local housing authorities in the preparation of five-year capital improvement plans (CIP5). Reviews the CIP5 submitted by local housing authorities. Provides recommendations for scope, budget, and schedule for LHA capital projects.
- Advises construction management unit on technical merits of complex change order proposals and other contract amendments

2) On-Site Reviews:

- Conducts field investigations and provides technical assistance on housing related architectural issues for EOHLC and local housing authorities.

3) Research & Training:

- Conducts feasibility and technical research studies and drafts or assists in the drafting of Bureau of Housing Development and Construction (BHDC) Design and Construction Guidelines and Standards.

- Trains or assists in the training of designers working on behalf of LHAs in the use of such Guidelines and Standards and trains in BHDC design and bidding procedures and evaluates designer performance in this area.
- Carries out special technical studies as directed by Supervisor.

4) Document Preparation:

- Prepares detailed in-house specifications for particular architectural projects and for construction purposes.
- Prepares generic template specifications for architectural projects that are preliminary and general in scope, which requires careful editing and completion by others knowledgeable in the design and construction industry.
- Prepares template projects with abbreviated scopes of work within the electronic Capital Planning System (CPS) for architectural projects, and for the purposes of long-range capital improvement planning by Local Housing Authorities.

5) Travel/Schedule:

- Occasional within state travel will be required as part of the regular duties of the position.
- Occasional weekend and evening work may be required as part of the regular duties of this position.

PREFERRED QUALIFICATIONS:

1. Registered Architect in the Commonwealth of Massachusetts.
2. Professional experience in design, construction administration, and management in the discipline of architecture, particularly in the sector of multi-family housing.
3. Knowledge of architectural issues, materials, construction methods, building equipment, technical detailing of construction drawings, maintenance issues, and code requirements as they relate to housing modernization and construction.
4. Professional experience in design and construction in the field of sustainability, energy efficiency, and resiliency.
5. Experience in management of the design and construction process, particularly in the public sector.
6. Knowledge of proactive capital planning issues including an ability to weigh priorities for capital improvement projects given limited funding, and proposing realistic scopes, budgets and schedules for the projects.
7. Ability to problem solve including analysis of issues, drawing conclusions, proposing appropriate recommendations.
8. Knowledge of Massachusetts Building Code and related regulations.
9. Demonstrated ability to use Microsoft Word, Excel, Outlook, and PowerPoint, including but not limited to word processing, spreadsheets, emailing and calendars.
10. Experience with the Americans with Disabilities Act, modular construction techniques, and lead paint abatement are desirable, but not required.

COMMENTS:

Please upload resume and cover letter.

This position would be expected to follow a hybrid model of reporting to work that combines in-office workdays and work from home days, as needed.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines. In the case of a promotional opportunity, the salary provisions of the applicable collective bargaining agreement will apply to placement within the appropriate salary range.

Education, licensure and certifications will be verified in accordance with the Human Resources Division's Hiring Guidelines. Education and license/certification information provided by the selected candidate(s) is subject to the Massachusetts Public Records Law and may be published on the Commonwealth's website.

QUALIFICATIONS:

First consideration will be given to those applicants that apply within the first 14 days.

Minimum Entrance Requirements:

Applicants must have at least (A) five years of full-time, or equivalent part-time, technical or professional experience in civil engineering work in such areas as construction, survey, design, transportation, hydraulics, structural, sanitary, drafting, environmental, highway, architectural, airport, soils and materials of which (B) at least three years must have been in a professional capacity, and (C) of which at least one year must have been in a supervisory, managerial, or administrative capacity, or (D) any equivalent combination of the required experience and the substitutions below.

Substitutions

I. An Associate's degree with a major in civil engineering** or civil engineering technology** may be substituted for a maximum of one year of the required (A) experience.*

II. A Bachelor's degree with a major in civil engineering** or civil engineering technology**, may be substituted for a maximum of two years of the required (A) experience.*

III. A Graduate degree with a major in civil engineering** may be substituted for a maximum of three years of the required (A) experience and one year of the required (B) experience.*

**NOTE: The terms civil engineering and civil engineering technology include related engineering disciplines, such as construction, survey, hydraulics, design, transportation, structural, soils, sanitary, environmental, drafting, highway, architectural, mining, airport and materials.

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: Educational substitutions will only be permitted for a maximum of one year of the required (B) experience. No substitutions will be permitted for the required (C) experience.

Special Requirements: Based on assignment, possession of a current and valid Massachusetts Motor Vehicle Operator's License may be required.

Comprehensive Benefits

When you embark on a career with the Commonwealth, you are offered an outstanding suite of employee benefits that add to the overall value of your compensation package. We take pride in providing a work experience that supports you, your loved ones, and your future.

Want the specifics? [Explore our Employee Benefits and Rewards!](https://www.mass.gov/commonwealth-employee-benefits-and-rewards) at <https://www.mass.gov/commonwealth-employee-benefits-and-rewards>

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

The Commonwealth is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin, veteran status, or any other basis covered by appropriate law. Research suggests that qualified women, Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role.

Official Title: Civil Engineer IV

Functional Title: Staff Architect

Primary Location: United States-Massachusetts-Boston-100 Cambridge Street

Job: Engineering

Agency: Exec Office of Housing and Livable Communities

Schedule: Full-time

Shift: Day

Job Posting: Feb 26, 2024, 4:38:57 PM

Number of Openings: 1

Salary: \$82,229.94 - \$121,045.60 Yearly

Bargaining Unit: 09-MOSES - Engineers/Scientists

Confidential: No

Potentially Eligible for a Hybrid Work Schedule: Yes

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Jessica Molina - 8572480160

HOW TO APPLY:

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=240002CI>