

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 communicate with other agencies as required in the review of project proposals.
- Prepares site and architectural studies and assist 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.