

URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH

DEPARTMENT: ENGINEERING AND CONSTRUCTION

POSITION: ARCHITECT

POSITION SUMMARY

This position is for an Architect in the Engineering and Construction Department at the Urban Redevelopment Authority of Pittsburgh (URA). This position is responsible for reviewing and approving architectural documents, managing design projects undertaken by consultants to the URA and managing construction contracts. This position requires the ability to review plans and specifications and to perform construction inspection as required. Work is performed under general direction and guidance and in accordance with sound construction management practices and procedures as established by the URA and other agencies involved in the financing of URA projects.

EXAMPLES OF REPRESENTATIVE DUTIES

- Prepare and review architectural drawings as the basis for contractor bids
- Review contract plans and specifications for adherence to applicable design standards
- Work with the URA's Finance Specialists, Development Officers and Managers to insure that the contractor's scope of work is financially feasible
- Review Professional Service Agreements between the URA and outside consultants for approval
- Manage design projects undertaken by consultants to the URA
- Oversee construction activities and perform inspections as required
- Manage and administer construction contracts, including negotiation of change orders and authorization of payments to contractors and consultants
- Ensure that design and construction meet with URA standards
- Conduct research regarding architectural standards and codes, photograph sites and structures, and perform field inspections necessary for preparation of accurate plans, diagrams and other materials
- Develop overall design solutions based on determination of needs, budgetary guidelines and other pertinent factors
- Work with other department staff and contractors to resolve outstanding design, cost or construction issues
- Perform other duties as may be required

QUALIFICATIONS

This position, which is at-will and non-union, requires a Bachelor's Degree in Architecture plus a minimum of two (2) years' experience in architectural design and/or construction management and the ability to use the tools and materials needed to provide architectural design solutions to problems. Proficiency in the use of Computer Aided Design software is also required. The ability to develop and maintain working relationships with URA staff, City officials, community based organizations, and outside agencies is essential. Strong analytical, verbal and written communication skills are a requisite. Another combination of education, experience, knowledge, and abilities demonstrating the qualifications necessary to perform the duties of this position would also be considered.

The URA is an equal opportunity affirmative action employer. All qualified applicants will receive consideration without regard to race, religion, color, gender, age, national origin, ancestry, disability, sexual preference, gender identity, gender expression, political and/or union affiliation.

AN APPLICANT MUST BE CITY OF PITTSBURGH RESIDENT, OR BECOME ONE AS A CONDITION OF EMPLOYMENT AT THE URA.

Please send resume and letter of interest to:

**Columbus Brooks, Human Resources Manager
Urban Redevelopment Authority
200 Ross Street, 12th Floor
Pittsburgh, PA 15219
Phone: 412-255-6655; Fax: 412-225-6617
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