



**CITY OF HARTFORD - HUMAN RESOURCES DEPARTMENT
invites applications for the position of:**

Architect III

SALARY: \$80,123.68 - \$99,200.40 Annually

DEPARTMENT: Department of Public Works

OPENING DATE: 10/05/20

CLOSING DATE: 10/19/20 05:00 PM

DESCRIPTION:

Vacancies are in the Engineering and Architectural Division of the Public Works Department. Under general direction of the Director of Public Works or his/her designee, provides professional architectural advice and assistance to City departments by supervising and participating in the design, modification, and repair of city buildings and facilities including, but not limited to, parks and schools. Supervises and participates in preparing preliminary and final plans, cost estimates, specifications and contracts for the design, modification and repair of new and existing city buildings and facilities. Confers with city officials and agencies on architectural and structural matters and performs research to determine proper building functions and usage of, equipment needs, space layouts and energy conservation methods.

Makes recommendations and prepares reports for land usage, site development and the improvement of facilities. Coordinates plans for major structures to ensure conformance with city and federal building codes, laws and ordinances, and inspects the construction of city buildings to enforce conformity to specifications. Performs related work as required.

This is a HMEA Union position. The hours of work for this position are 40 per week and the above salary includes 5% in lieu of overtime.

KNOWLEDGE, SKILLS & ABILITIES:

The examination will consist of a rating of your training and experience as contained on your application and will include a combination of either a written, oral, or performance test. All parts of the examination, including tests and ratings, will be related to the requirements of the position. The examination is designed to measure: Knowledge of methods, principles, and practices of architecture; Knowledge of state and federal building codes; Knowledge of building construction, materials, and modern methods and techniques of building construction, modification, and repair; Ability to prepare architectural plans, specifications, estimates, schedules, and contracts for new buildings and for the modification and repair of existing buildings; Ability to interpret the plans and specifications to contractors and to recognize departures from them; Ability to assign and supervise the work of professional personnel; Ability to establish and maintain effective working relationships with architects, engineers, contractors, and the general public.

QUALIFICATIONS:

Open to all applicants who meet the following requirements:

Graduation from an accredited four-year college or university with major coursework in architecture **AND** four (4) years of increasingly responsible experience in a variety of architectural planning and design work, including at least one year in a supervisory or administrative capacity.

NECESSARY SPECIAL QUALIFICATIONS: Possession of an Architect's license issued by the State of

Connecticut.

A COPY OF YOUR LICENSE MUST BE SUBMITTED WITH THE APPLICATION.

A COPY OF YOUR DEGREE OR TRANSCRIPT MUST BE ATTACHED TO YOUR APPLICATION. A DEGREE OR TRANSCRIPT SUBMITTED WILL BE VERIFIED BY THE HUMAN RESOURCES DEPARTMENT.

HARTFORD RESIDENCY PREFERRED: Preferably be a bona-fide resident of the City of Hartford at the time of application. A completed CITY OF HARTFORD RESIDENCY AFFIDAVIT including proof of residency as indicated on the RESIDENCY AFFIDAVIT may be submitted.

APPLICATION MUST BE COMPLETED IN ITS ENTIRETY, INCLUDING REQUIRED DOCUMENTATION. APPLICATIONS WITHOUT PROPER DOCUMENTATION SHALL RESULT IN YOUR DISQUALIFICATION.

APPLICATIONS VIA FACSIMILE OR EMAIL ARE NOT ACCEPTED.

OTHER INFORMATION:

If selected, you will be required to pass a physical examination administered by a City physician, a drug and alcohol screening, and a background check. If appointed, you will serve 3-12 months of probation. This examination and employment process is subject to all federal, state, and municipal laws, rules and regulations.

NOTE: ALL CORRESPONDENCE AND INFORMATION CONCERNING THE APPLICATION AND TESTING PROCESS WILL OCCUR THROUGH EMAIL, UNLESS OTHERWISE REQUESTED AT THE TIME OF APPLICATION.

VETERAN'S PREFERENCE:

Preferential Points may be given to Eligible Veterans. Must submit a Veteran's Preference Form, located on the hartford.gov/humanresources page along with a DD214 and Disability letter (if applicable) from the Office of Veteran's Affairs.

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, veterans and persons with disabilities.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.hartford.gov>

Position #00613
ARCHITECT III
PR

Human Resources Department
550 Main Street
Hartford, CT 06103
860-757-9800

humanresources@hartford.gov

Architect III Supplemental Questionnaire

* 1. I have attached a copy of my degree/transcript. (I understand this is required to be considered for this position and not attaching my degree/transcript will deem me not qualified).

Yes No

* 2. I have attached a copy of my Architect's license issued by the State of Connecticut to qualify for this vacancy. (I understand this is required to be considered for this position and not attaching the related certifications will deem me not qualified).

Yes No

* 3. Please describe your most recent experience supervising and participating in the design, alteration, and/or repair of a large building project.

* 4. Describe your experience in a lead or supervisory role. What type of organization? How many years? How many staff members did you lead/supervise? What were the job titles of those you lead/supervised?

* Required Question