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| **JOB DESCRIPTION** |
| **DATE:**  |
| COMPANY: |  | JOB TITLE: | CITY ARCHITECT |
| DEPARTMENT: |  | CURRENT INCUMBENT: |  |
| DIRECT SUBORDINATES: |  | INDIRECT SUBORDINATES: |  |
| BRIEF DESCRIPTION: | The post of a city architect consists of planning, organising, developing and analysing various development or redevelopment projects, construction and urban design projects. |
| QUALIFICATIONS & REQUIREMENTS: | * A bachelor’s degree or equivalent;
* Ability to use logic and reason to identify the strengths and weaknesses of alternative solutions;
* Ability to identify complex problems and review related information to develop and evaluate options and implement solutions;
* Ability to consider the relative costs and benefits of potential actions to choose the most appropriate one.
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| COMPETENCIES: | * Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
* Analytical Thinking — Job requires analysing information and using logic to address work-related issues and problems.
* Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
* Initiative — Job requires a willingness to take on responsibilities and challenges.
* Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
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| TASKS: | * Oversee the review and selection of external contractors or consultants;
* Plan, oversee, and monitor budget preparation and adherence;
* Deliver advice on the aesthetics of public and private buildings;
* Provide project cost analysis and identify project resources;
* Deliver technical advice and assistance to City management, field personnel, contractors;
* Provide technical review of alterations to City-owned historic properties;
* Recommend conditions to ensure projects respond to the emerging needs of the community;
* Review proposed plans for compliance with historic preservation;
* Serve as liaison on behalf of the City to community and neighbourhood groups, professional organisations;
* Serve as technical advisor on decisions which have architectural and design implications.
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| LINES OF COMMUNICATION: | Specify |
| WORKING CONDITIONS: |  Indicate whether the position is half time or full time. List any unique working conditions such as hours etc. |
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| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |