



## Job Description

**Job Title: Facilities Design Specialist/Architectural Intern**

**JTC: P87**

**Salary Range: N06**

**FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Performs professional level of work in support of the District Architect. Work includes initial preparation of plans and specifications for new and renovated facilities and coordination of FF&E and architectural design elements into plans and specifications.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of various energy management systems, building automation, heating, ventilation systems, air conditioning and refrigeration systems. Knowledge of federal, state and local regulatory requirements. Field experience with installation/startup and troubleshooting of commercial packaged HVAC systems.

Experience with facilities project management, organization and planning. Familiarity with computer-aided project management. Intermediate knowledge of computer technology programs used to access, read and interpret data. Ability to deliver high quality work and use good problem analysis with the ability to handle heavy workloads under pressure and within deadlines.

Demonstrated ability to work and collaborate with college faculty, staff, administrators and governing boards in a diverse environment. Experience in scope of work document, preparation/development of contracts, and requests for proposal or specification. Requires strong analytical, interpersonal and critical thinking skills.

Proficiencies experience in operational and strategic planning as well as budget development. Ability to respond to emergency situations in a timely manner. Ability to use judgment, decisiveness, and creativity in dealing with situations involving a variety of tasks with frequent changes.

Ability to work and coordinate a team to attain optimal performance and services rendered to campus/location facilities. Effective oral and written communication skills with educators, leadership, staff, students, and the public from diverse backgrounds. Customer service focused; evidence of providing effective customer service.

### PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.



While performing the duties of this job, the employee is occasionally required to stand, walk, sit, push, lift, dig, haul, pull, reach, carry, grasp, squat or stoop, bend and twist the body while performing essential duties, use hands tools or controls, reach with hands and arms, climb stairs, talk or hear.

The employee must have the ability to occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

## MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree or higher and completion of the National Council of Architecture Registration Board, Intern Development Program (IDP). Must attain Texas Architectural Registration within five years of passing one part of the ARE 4.0 examination plus three years of CADD experience in the design of new and renovation projects. Requires a valid driver's license to enable travel within the college/location service areas to various off-site locations. Official transcripts will be required. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Partners with the Associate Vice Chancellor of Facilities Management/District Architect in the following areas: preparation of plans and specifications for major construction and renovation projects and consults with requesting department users to determine needs. Develop project specifications, FF&E and cost estimates based on the identification of types and quantities of materials and methods of installation required.

Conducts evaluation of potential architectural and engineering consultants and/or contractors and performs technical review of plans/specifications that are submitted. Lead the coordination of projects performed by outside contractors and reviews work in progress to assure conformance to design specifications are followed. Reviews invoices and payment requests that include final payments upon project completion. Assists in the training, orientation and development of new professional design staff for project development.

Evaluates potential architectural, engineering, and interior design consultants and/or contractors; performs technical review of plans/specifications submitted. Directs the application of architecture and interior design. Coordinates plans for interior design of student, staff, teaching, research and faculty areas, including organizing information for basic furnishing layouts, finish boards, installation plans, and/or related drawings.

Assists management with various design projects, including selection of finishes, furniture and environmental décor, function of space, color, aesthetics, floor coverings and lighting. Writes specifications for products and coordinates deliveries and installations. Researches applicable building codes and materials to ensure compliance with local authorities. Provides assistance to consult the coordination of building plans and specifications; maintains CADD storage of current and archival plans and specifications.

Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.



Performs other duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position.*

*Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*