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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. | | | | |
| 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. | | | | |
| 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. | | | | |
| 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: |  | | |  | |  |