HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Architectural Designer

Job Code: U8766
Pay Grade: UG
Pay Scale: $74,044.48-$111,066.74 Annually
Exempt: Yes

OVERVIEW

Develop architectural designs and programs for new construction and renovation projects.

DUTIES AND RESPONSIBILITIES

Duties may vary based on assignment.

- Produce conceptual plans, renderings, blueprints and supporting documents for review utilizing computer-assisted design software and equipment.
- Maintain project manuals, documentation, and specification records relative to the construction or renovation project.
- Review applicable building codes and regulations to ensure project compliance.
- Assist in review and coordination of materials and products for projects.
- Assist in review of submissions from the Project Manager or Contractor for Request for Information (RFI) during the construction phase of projects.
- Conduct site visits and review each phase of building construction to ensure the contractor is meeting the design documents.
- Work collaboratively with cross-functional teams to identify and solve problems.
- Provide technical guidance and solutions to resolve design challenges.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Considerable knowledge of planning, architectural design, and programming.
- Considerable knowledge of construction industry standards, Florida Building Codes, and regulations related to building renovations and new construction projects.
- Considerable knowledge of building products and constructions details.
- Ability to develop budgetary costs for proposed construction projects.
- Ability to develop technical specifications.
- Ability to produce blueprints and diagrams.

SKILLS

- Revit Modeling
- Building Information Modeling (BIM)
- Project Design Development
- Budgeting
- Scope of Work
- Construction Details
- Project Management
- Building Codes
- Construction Management
- Architecture and Planning

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- May work outdoors in a subtropical climate in potential adverse weather conditions.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in heavy physical exertion (e.g., lifting, carrying, pushing and/or pulling objects and materials up to 50 pounds).
- May travel to various work sites using a Sheriff's Office-issued vehicle (e.g., car, full-size van, full-size pickup truck, golf cart) to perform essential duties.
- May work non-standard hours including nights, weekends, and holidays.
- Maintain cell phone availability after hours and at home to aid and guide subordinates
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Three years of professional experience in architectural design, drafting, or project coordination, three of which must have been focused on architecture, building design, or design development.

OR

- An associate degree from an accredited institution of higher education with a major in architecture, construction management, construction technology, or a related field.
- Two years of professional experience in architectural design, drafting, or project coordination, two of which must have been focused on architecture, building design, or design development.

OR

- A bachelor's degree from an accredited institution of higher education with a major in architecture, construction management, construction technology, or a related field.
- One year of professional experience in architectural design, drafting, or project coordination, one of which must have been focused on architecture, building design, or design development.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-

mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodation. Reasonable accommodation shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.

PREFERRED QUALIFICATIONS

- Proficiency in computer-aided design (CAD) software such as AutoCAD, Revit, and/or other relevant software.