



ENGINEER/ARCHITECT ASSOCIATE

\$69,205.50- \$73, 866.00 Annually (DOQ)

ENGINEER/ARCHITECT I

\$78, 858.00- \$101,302.50 Annually (DOQ)

PERMANENT FULL-TIME POSITION
37.5 hours per week

****PREVIOUS APPLICANTS WILL BE CONSIDERED AND NEED NOT APPLY****

Do you work well independently and as part of a team?

Do you have a background in road or underground utility construction and/or engineering principles and practices? Are you experienced in the management of surface mining, gravel extraction and /or hard rock quarry operations?

If you answered yes to these questions, then come join the team at the City & Borough of Juneau's Engineering Division!

This is a benefited position. The City and Borough of Juneau offers a competitive salary package that includes the opportunity for regular wage increases, an excellent health insurance program, leave, and retirement credit through PERS (Public Employees' Retirement System).

Note: This is a flexibly classed position. Employees may promote from the Engineer/Architect Associate level to Engineer/Architect level I as they develop proficiency if they are able to satisfy the professional licensing requirements and promotional criteria established by the department.

ARCHITECT / ENGINEERING ASSOCIATE RESPONSIBILITIES

This is the highest level in the engineering/architectural series not requiring professional registration. The position performs independently under direction of the Chief Architect. The position is assigned advanced level engineering or architectural project management work to resolve design and construction issues on building and site capital improvement projects. Incumbents apply the following technical skills: project scoping, scheduling, budgeting, preparing cost estimates, performing construction inspection, performing design review, value engineering, preparing written reports, preparing oral presentations, and coordinating design and construction work. Incumbents make complex evaluations, recommendations, and decisions with limited direction from a supervisor. Incumbents also frequently work with external organizations and public committees, and only require supervisor support in more complex situations.

ARCHITECT / ENGINEER I RESPONSIBILITIES

This is the first level registered professional architect or engineer. The position performs independently under direction of the Chief Architect. The position is assigned advanced level engineering or architectural project management work to resolve design and construction issues on building and site capital improvement projects. Incumbents apply the following technical skills: project scoping, scheduling, budgeting, preparing cost estimates, performing construction inspection, performing design review, value engineering, preparing written reports, preparing oral presentations, and coordinating design and construction work. Incumbents make complex evaluations, recommendations, and decisions with limited direction from a supervisor. Incumbents also frequently work with external organizations and public committees, and only require supervisor support in more complex situations. May lead the work of lower level engineering/architectural staff.

Typical responsibilities include the following:

- Assists in the preparation of and/or prepares drawings, specifications, cost estimates, reports, contracts and requests for proposals (RFPs); utilizes professional seal where appropriate.
- Provides technical architectural, engineering, and landscape architecture services and/or support for projects that construct new, or renovate or modify existing, CBJ owned or operated facilities.
- Assists with and/or conducts negotiations related to professional service contracts.

CONTINUED ON BACKSIDE

- Administers all aspects of professional service contracts and collaborates with the Client Department to ensure that project goals are met and that the CBJ's interests are served.
- Serves as a CBJ representative for management of multiple planning, design and construction projects.
- Manages and conducts project activities to ensure CBJ's interests are protected.
- Continuously monitors and inspects construction work quality, workmanship, and material selection to ensure compliance with contract documents; identifies deficiencies; recommends corrective actions; coordinates the resolution of issues between parties.
- Issues Stop Work orders, Notices of Defective Work and imposes other contractual mechanisms to contractors not complying with the contract documents.
- Monitors contractor's construction safety program and maintains safe practices for CBJ personnel at the construction site.
- Develops project budgets; provides fiscal control of projects; reviews and approves expenses charged to projects; administers professional design and construction contracts for timely completion; establishes and maintains the financial project records; and assists in financial audits.
- Designs, conducts and manages specialized studies; identifies alternatives and makes recommendations.
- Prepares and maintains up to date project status and budget reports.
- Act as public contact for the Engineering or Client Department for the purpose of answering CIP or other project related questions.
- May also report project related information to the Assembly, Boards, Commissions, Client Department groups and the public.
- Other related duties as assigned.

WE ARE LOOKING FOR APPLICANTS WITH THE FOLLOWING KNOWLEDGE SKILLS & ABILITIES (we are willing to train the right person for the job!):

- Knowledge in building design, construction and project management
- Skill in contract negotiation, project budgeting, cost estimating and construction estimation
- Strong communication skills, both written and oral
- Able to lead effective meetings
- Ability to maintain effective working relationships with government agencies, client departments, contractors and consultants.
- Ability to resolve conflict and build consensus where there are differing opinions
- Ability to respond to public inquiry about projects
- The ability to present project information in a public forum

ENGINEERING ASSOCIATE MINIMUM QUALIFICATIONS

Education: Bachelor's Degree from an accredited college in Architecture, Engineering, or Construction Management.

Experience: 2 years of experience as an Engineering/Architectural Assistant II with the City of Juneau or the equivalent elsewhere.

Substitution: Progressively responsible architecture, engineering or construction management experience may be substituted for the education on a year for year basis.

Successful completion of either the Fundamentals of Engineering (FE) Examination may be substituted for the education.

Other: A valid Alaska Driver's License is required **at time of appointment and for continued employment.**

ARCHITECT/ENGINEER I MINIMUM QUALIFICATIONS

Licensure: This position is required by state law to be licensed as a Professional Architect or a Professional Engineer.

NOTE: Persons not registered in the State of Alaska must be registered in a state recognized by the State Board of Registration for Architects, Engineers and Land Surveyors eligible for comity in accordance with AS 08.48.191(b). Persons employed under this provision must become registered in Alaska **within one year of hire** and sign an agreement to this effect as a condition of employment.

Other: A valid Alaska Driver's License is required **at time of appointment and for continued employment.**

NOTE: This is a benefited and union represented position. For more details about benefits, please visit the following website: <http://www.juneau.org/personnel/benefits.php>

CLOSING DATE

A completed CBJ application, form # P001, must be received by the Human Resources & Risk Management Department. This announcement will remain **OPEN UNTIL FILLED**.

WHERE TO APPLY

Mail completed application to:

City and Borough of Juneau
Human Resources & Risk Mgmt. Department
155 South Seward St.
Juneau, Alaska 99801
www.juneau.org/human_resources

OR Visit

<http://www.juneau.org/personnel/jobs.php>
for instructions on how to submit an application
via email

Drop off completed application to:

City and Borough of Juneau
Human Resources Risk Mgmt. Department
107 Municipal Way, Suite 101
Juneau, Alaska 99801

OR Fax completed application to:
(907) 586-5392

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THE CITY AND BOROUGH OF JUNEAU IS AN EQUAL OPPORTUNITY EMPLOYER



The City & Borough of
Juneau, Alaska

is now accepting applications for

ENGINEERING DIVISION
ENGINEERING/ARCHITECT I
OR ASSOCIATE

Salary:

\$69,205.50 -

\$101,302.50

Annually (DOQ)

Benefits:

- 12 Paid Holidays
- 26 Days of Personal Leave
- Exceptional Health and Wellness Benefits
- Participation in State of Alaska Public Employee Retirement System

Questions?

Dallas Hargrave
Human Resources /
Risk Management
Director
Dallas.Hargrave
@juneau.org
907-586-0225



This announcement remains open until filled.
Applications will be reviewed beginning
Monday, July 6, 2020.



Are you experienced in architecture and construction?

Do you have experience working with contractors and professional consultants?

Do you understand how to represent an Owner's interests through the design and construction process in order to deliver a capital project on time and within budget?

If you answered yes to the questions above, you may be the right candidate to become the next Construction Project Manager for the City & Borough of Juneau.

Apply at:

<https://beta.juneau.org/human-resources>

Location: The City and Borough of Juneau (CBJ) is the major population and economic center in southeastern Alaska and the capital of the state. The City is located in an extremely beautiful setting on Alaska's Inside Passage, surrounded by tree-covered mountains in the middle of the largest temperate rain forest in North America.

The CBJ encompasses an area of 3600 square miles, has a population of approximately 32,500, and possesses numerous recreational opportunities for the adventurous. Juneau is on the marine highway system and is only accessible by air or ferry.

Department: The Engineering and Public Works Department Engineering Division offers a wide variety of services including planning, design, and construction of the municipal capital improvement projects for civic buildings, schools, parks, streets, & a wide variety of public facilities. The Division has 23 employees, four of which are in the Architectural unit and are responsible for management of \$10-20 million in capital improvement projects annually.

Applicants:

The successful candidate will have strong knowledge and experience in building design, construction and project management. The successful candidate will possess a wide range of skills including contract negotiation, project budgeting, cost estimating, and construction inspection. Strong communication

skills, both written and oral, and attention to detail are essential traits of the successful applicant.

The applicant should also be comfortable leading meetings, maintaining effective working relationships with government agencies, client departments, contractors and consultants, resolving conflict and building consensus where there are differing opinions, responding to public inquiry about projects, and presenting project information in a public forum. A Bachelor's Degree from an accredited college or university in Engineering, Architecture or Construction Management, or a closely related field is required. In addition, applicants should have a minimum of two years experience in engineering, construction, or architecture. Registration as a Professional Engineer or Architect is highly desirable but not required.