

Spec. Code: 3326
Occ. Area: 01
Work Area: 010
Prob. Period: 6 mo.
Prom. Line: none
Effective Date: 05/07/97

ARCHITECTURAL SUPERINTENDENT

Function of Job

Under administrative supervision from a designated supervisor, to be responsible for general supervision of university building construction and the preparation of construction documents connected therewith

Characteristic Duties and Responsibilities

1. provides general supervision of university building construction, both new and alteration work
2. handles construction documents dealing with university construction
3. directs field tests
4. maintains job cost records
5. prepares field reports
6. supervises assistants and other assigned personnel
7. perform other related duties as assigned

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent
2. (A) Bachelor's degree in architecture, architectural engineering, or civil engineering

or

- (B) four years of experience in the field of architecture, architectural engineering, or civil engineering

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. supervisory ability

Architectural Superintendent

(EDITED)