

Project Architect, PWGSC, CSU (CH/PC) Atlantic Region

POSITION SUMMARY

Under the general supervision of the Manager, Conservation and Landscape Architecture and Site Design, the Project Architect provides a full range of (primarily) heritage conservation and (secondly) contemporary architectural services on projects of varying complexity, primarily for the Parks Canada Agency, (PCA) in the Atlantic Provinces.

- functions as a designer to develop projects through all phases of the Project Delivery System.
- functions as a design manager to co-ordinate and control the expedient delivery of projects undertaken by consultants and other Real Property Services staff.
- acts on committees for the CSU (CH/PC), the Parks Canada Agency, and other client department programs to assist in the establishment and enforcement of policies and objectives.
- establishes communication and liaison between Professional Resources and Client departments, industry, and CSU (CH/PC) departmental groups.

PROFESSIONAL DESIGN SERVICES

The Project Architect provides a full range of professional in-house heritage conservation and contemporary architectural services for a wide variety of projects of varying complexity for the Parks Canada Agency and other clients. The architect organizes and delivers the projects employing NPMS. Provision of the service is generally through a Project Team where architectural support and input for delivery of built heritage and contemporary projects is required.

PREPLANNING ACTIVITIES

- Assists in corporate decision making process by developing strategies for master plans.
- Prepares feasibility studies as design resource on the project team.
- Co-ordinates multi-disciplinary design team (Parks Canada specialist staff, landscape architects, engineering disciplines, consultants).
- Conducts site investigations, building condition investigations.
- Applies requirements of Heritage Policies administered by the Federal Heritage Buildings Review Office and the PCA Guiding Principles and Operating Policies CRM Policy.
- Ensures that Canadian Environmental Assessment Act screening requirements are considered and identified for implementation during the design and construction phases.

- Reports to senior management, options, described in terms of their primary features, costs and time conditions.
- Meets with appropriate authorities to establish applicable development criteria.
- Plans and performs assigned research, study, condition inspection and investigation activities to ascertain physical material conditions of heritage assets.
- On behalf of the Parks Canada Agency will provide heritage conservation advice to non-government groups seeking advice or funding through the offices or programs administered by PC.
- Meets with client and users to establish functional and operations requirements.
- Establishes site related criteria, by gathering data on environmental impacts, soil conditions, topographical surveys, climatic conditions, services.
- Meets with appropriate authorities to establish by-law requirements.
- Conducts site impact and urban design studies to establish traffic patterns, pedestrian movement, appropriate massing, orientation, historical context.
- Conducts research on related state-of-the-art building types.
- Consults with specialists and team members.
- Assembles RPS and PCA departmental standards pertaining to administrative and technical procedures.
- Analyzes data to establish relevant information.
- Compiles data into a briefing document utilizing presentation techniques which will best describe to the reader the philosophical and physical requirements of the project, using a variety of formats, graphic design activities and photography.
- Develops approaches, techniques and recommendations for resolution of unique contemporary and conservation problems involving planning and design actions in the accommodation of structural shortfalls and material condition deficiencies.
- Meets with client to insure that the program requirements represent the intention of client and user.
- Obtains approvals to proceed to design stage.

PROJECT BRIEF ACTIVITIES

DESIGN ACTIVITIES

- Acts as team leader or member to establish project team and co-ordinates the activities of all disciplines.
- Analyzes all available information which has been prepared at the brief stage.
- Evaluates client requests and formulates an action plan by determining operational and design requirements.
- Visits the site to familiarize with the surroundings and to establish a mental image of the impacts that the site will have on the project and the project on the site.
- Participates in team consensus decision making, including the formulation of project objectives, development of work plans, monitoring and quality assurance activities and assessment of results of other team member assignments for heritage and / or contemporary buildings and applied in the development of project options.
- Advances recommendations which accommodate client end use needs, cost limitations, contemporary code requirements and / or heritage conservation demands.
- Develops design alternatives to determine the optimum solution.
- Develops the optimum solution into a comprehensive design package which includes major decisions on all systems.
- Co-ordinates the activities of engineering and other disciplines to ensure that their specialized input is incorporated into the design.
- Prepares presentations to best illustrate the major components and design issues using coloured drawings, perspectives, models, photo essays, video tapes and other appropriate graphic tools. High competence in CAD is necessary for presentation of design solutions.
- Presents the proposed solution to the peer design review committee, client, user, and other authorities having a vested interest in the project, employing a variety of communication techniques to present the project under varying audiences and circumstances.
- Develops design criteria, structural analysis and design to accommodate physical condition shortfalls for existing heritage built resources.
- Obtains approval to proceed to the contract documentation stage.

CONTRACT DOCUMENT PRODUCTION ACTIVITIES

Answers questions from contractor.

CONSTRUCTION SUPERVISION ACTIVITIES

- Establishes schedules, systems and production formats appropriate to size and scope of project.
- Develops, utilizing CADD, architectural designs, plans, specifications lay-outs and construction contract documents for conservation and contemporary projects, ensuring compliance with intent of existing codes and standards, meeting national and international conservation requirements.
- Co-ordinates the production of contract documents for tender call and approvals.
- Ensures effective utilization of staff.
- Interprets standards and directives and ensures that they are applied.
- Allocates work, provides guidance and advice in relation to resolving problems.
- Plans, organizes and co-ordinates the volume of work and establishes priorities.
- Monitors staff work performance, technical competence, production level, and quality of work.
- Negotiates approvals and ensures the work is understood and concurred with the Client department with respect to space, function and environmental limitations, potential for expansion adaptability and costs.
- Directs any changes necessary due to modified requirements or any other reason.
- Undertakes responsibility for project content by signing and sealing contract documentation as required.
- Researches the performance of materials.
- Ensures selects and utilizes the most suitable materials and methods of construction.
- Responds to inquiries from bidders during the tender process.
- Issues Addenda.
- Ensures the expeditious turn over of contract documents with the Project Manager, Client and Tendering.
- Obtains approvals after review by Client.
- Incorporates client review and /or additional requirements into the documents.

- **Reviews architectural shop drawings.**
- **Inspects construction on site periodically to ensure the designers intentions are achieved.**
- **Performs on site construction inspection services to ensure conformance to plans and specifications including respect for heritage values.**
- **Identifies unforeseen problem areas, and provides recommendations for resolution and participation in final inspection and acceptance.**
- **Acts as a resource to Project Management to resolve architectural issues.**
- **Prepares colour schedules and material selection.**
- **Prepares sample board for presentation to the client employing graphic skills and techniques.**
- **Attends job meetings.**

DESIGN MANAGEMENT

- **Advises the Project Manager in the preparation of a project deliveries strategy.**
- **Advises on consultant proposal.**
- **Assists in evaluation and recommendation of consultant appointment.**
- **Attends meetings with client, user and consultant to establish the program requirements.**
- **Monitors the preparation of project brief to ensure compliance with departmental standards for quality and content.**
- **Briefs consultant on program requirements and intentions of the design.**
- **Responds to inquiries from consultant and clarifies departmental intentions.**
- **Provides consultant with all available information pertaining to the project and to standards.**
- **Presents consultants work at all stages of the design process to RPS Design Review Committee and client. Upon request, presents to the users and other authorities with vested interest in the project.**

- Performs other duties.
 - maintains a library of technical and trade data.
 - identifies need and provides built heritage conservation input for integration with other professional and technical disciplines in the support of RFS as a center of excellence.
 - participates in the planning and execution of research and development projects and in the development of new or revised sustainable design, conservation standards , procedures and guidelines.
 - keeps abreast of changing technology by meeting with manufacturers' representatives and by investigating new information from technical trade.
 - collaborates with district offices to provide design expertise.
 - prepares graphic and audio-visual presentations for interdepartmental and public use.
 - acts for the Manager, Conservation and Landscape Architecture and Site Design with the full authority of the position.
- The Project Architect is an integral part of the Professional Resources group, the design and production component of the Client Service Unit for Canadian Heritage / Parks Canada Agency. In this capacity the architect shares in the operations development and corporate and public relations of the Atlantic Regional Office.

RELATED DUTIES

- Monitors the development of contract documents to ensure quality and adherence to design requirements and the schedule.
- Attends construction briefing and site meetings with contractor during the construction phase, acts as a resource to the project manager and provides professional advice on all design aspects including materials and colour selection.

FACTOR SPECIFICATIONS

KNOWLEDGE

The work requires the ability to produce, co-ordinate and control the development of heritage conservation and contemporary architectural designs and contract documents related to buildings of varying size, functions, complexities in National Parks and National Historic Sites including cost and additions, alterations, and repairs to such buildings for administration, accommodation, campgrounds, maintenance, training, interpretation, laboratories, co-location with OGD's, special construction, i.e. Interpretative and Discovery Centres, designated Federal Heritage Buildings and National Historic Site Buildings. It requires the ability to translate requirements into sound architectural design: to co-ordinate and control the contributions of engineers assigned to the project team; to conduct, co-ordinate and write feasibility studies and project briefs; to brief consultants on all technical performance, procedural requirements and standards to be followed; to evaluate designs, contract documents and specifications proposed by consultants; and to review this work for compliance with departmental standards. The work requires a good knowledge of the principles, concepts and practices of architecture, building materials, methods, departmental standards, guidelines and practices, relevant building codes and trends in and special requirements e.g. sustainable design, for the design and construction of various types of buildings and related facilities. It requires the ability to graphically prepare and present design proposals and production, by use of CADD, of contract documents for buildings, parts of buildings, alterations and fitting-outs. It also requires the ability to supervise the production of these contract documents. It also requires a university graduation in architecture; knowledge of the Parks Canada Agency's mandate and policies; and national and international conservation policies, principles and practices related to heritage conservation.

DECISION MAKING

The work requires negotiating with Clients and setting fees for services by PWGSC and Consultants; formulating project schedules, procedures, design requirements, building materials and construction methods for specific projects; identifying the need for consultant services and proposing names of consulting firms to be considered for nomination and contract terms of reference; proposing the construction of new buildings and other structures, of alteration or additions to existing structures to meet client requirements; organizing and controlling on behalf of the Project Manager the completion of project briefs, and review of consultant's design and contract documents, acceptance, revision or rejection of such work and of claims made by consultants. The work is assigned in terms of project to the completed, with general instructions provided by the supervisor on special administrative details and departmental guidelines to be considered in controlling the various stages of the project. Proposed project completion dates and drafts terms of reference for contracts with consultants are reviewed by the supervisor. The work is reviewed in progress and upon completion to ensure that project objectives have been met and that the work conforms to good design practices. Decisions affect the extent to which the requirements of several client departments are met: the completion of assigned projects within established schedules and budgets; the need for additional work by consultants; changes during construction; and payment of specific claims result in additional costs. An error in judgement in formulating project requirements and guiding the work of consultants could result in delays in completing the work, failure to meet requirements of client departments, unwarranted costs, and complaints to the department.

RESPONSIBILITY FOR CONTACTS

The work requires contacts, as Project Architect-Design Manager or, on behalf of Project Managers, with Field Unit Superintendents, Asset managers and other representatives of The Parks Canada Agency and OGD's to explain the feasibility of alternative methods for meeting requirements and the merits and feasibility of alternative building materials and construction methods. Direct contact with heads and employees of consulting firms to explain project requirements, resolve problems on technical and procedural matters, obtain agreement on schedules and work procedures, and explain errors and deficiencies in the work and corrections and changes required. Contacts are made within the department and outside with private consulting firms and with other jurisdictions having responsibility.

SUPERVISION

Responsibility for supervising the work of other employees and to direct and co-ordinate the work of professional engineers and support staff assigned to help with the specific project. Supervise staff assigned on a project basis, architectural technologists and draftspersons, Engineering disciplines to which project direction and co-ordination is given is generally at the level of the Project Engineer (Eng 4).