Human Resources
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Architect

JOB CODE	JOB FAMILY	PROFILE
JCP501	**Engineering & Capital Projects**	**Architect**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$78,582.00 - $124,093.00**	**April 16, 2026**

The Architect conducts space programming, undertakes design, prepares permit drawings and permit submittals, drafts, and modifies plans, specifications, and other architectural and engineering related documents for the use and benefit of Bernalillo County. Provides technical expertise to other Department staff as appropriate. Manages and oversees all aspects of vertical construction projects. This shall include, but is not limited to, funding, budgeting, procurement, fiscal management, programming, design, construction, commissioning, startup and warranty work. Serves as the County's representative for all aspects of project development and construction. Ensures completion of projects on schedule and within budget.

Job Description

DUTIES AND RESPONSIBILITIES

- Serves as the County's project manager for all phases of vertical construction projects, from pre-design through construction. This includes site work, site development, renovations to existing buildings, and new ground-up construction projects.
- Performs design for projects, including the preparation of programming, plans, speci■cations, and permit drawings for small renovation projects.
- Oversees project development, design, and construction from start to ■nish.
- Directs architects, engineers, and contractors as appropriate to ensure the successful completion of County facility construction projects.

- Issues directives to contractors as required to ensure compliance with contract documents or to execute ■eld changes as approved by the Change Order Committee.
- Conducts inspections of all construction projects and ensures quality and compliance with design, speci■cations, and applicable codes.
- Assists in the development of project budgets and ensures all expenditures are within budgetary guidelines.
- Serves as a resource to the County on building related design and code requirements.
- Compiles and submits all required reports on a timely basis, including briefs to the Bernalillo County Commission (BCC).
- Navigates bureaucratic requirements for various Authorities Having Jurisdiction.
- Serves as the liaison between user groups, architects, engineers, and contractors to ensure projects are cost effective, meet budget and meet user needs.
- Assists department in other related activities, which includes but are not limited to attending meetings as the departmental representative when assigned, providing expertise in the development of building assessments and priorities, and developing budgeting estimates and project schedules.
- May handle sensitive and/or confidential records, plans, documents or decisions that require maintaining confidentiality of sensitive information.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Master's degree in Architecture.
- Nine (9) years of directly related experience in building and facilities construction, including vertical construction, design processes, and construction administration.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.

- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.
- Registered as a Professional Architect by the State of New Mexico, or as an Architect in another state with a binding commitment to apply for and receive registration, as an Architect in the State of New Mexico, by endorsement, within sixty days of date of hire is required.

WORKING CONDITIONS

- Duties are performed both indoors and outdoors.
- Indoor duties are performed in a temperature-controlled environment. Workers are exposed to natural weather conditions, which may be severe, while performing outdoor duties.
- Worker is exposed to occasional vibration and noise factors while inspecting construction and maintenance work projects.
- Indoor duties are performed on an even surface, which may be carpet, tile or concrete.
- Indoor surfaces are typically dry.
- Outdoor duties may be performed on even or uneven surfaces, which may be dry or wet.
- Outdoor duties may be performed on surfaces such as concrete, asphalt, natural ground, ice, snow, gravel, or shingled roof.
- Climbing stairs, ladders, and sca■olds in the performance of duties is required both indoors and outdoors.
- Work hazards, or potential work hazards, include climbing of ladders and sca■olds, exposure to severe weather conditions, exposure to electrical wiring and currents, inspecting on rooftops, and inspecting on potentially slick surfaces.
- Works under minimum supervision.
- Worker may perform certain duties as a part of a select team of individuals.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes calculator, computer terminal and keyboard, telephone, photocopy machine, and facsimile machine.
- Materials typically used in performance of office duties include various documents, writing utensils and an assortment of office supplies and equipment.
- Ladders and scaffolds may be used while performing inspections on maintenance and construction projects.
- Personal protective equipment to include but not limited to; hard-hat, gloves, dust mask, respirator, safety vest and work boots may be required on job sites.