



ARCHITECT

JC: 000046
PB: 05
FLSA: Exempt

PC: 724
BU: 92 (NR)
Created: September 2010

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Performs a variety of professional architectural duties; provides design, and administration of various architectural projects; ensures work quality and adherence to District's policies, guidelines, specifications; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the full journey level class within the architectural series. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior level in that the latter possesses a specialized, technical or functional expertise within the area of assignment or may exercise lead supervision over assigned lower level staff.

REPORTS TO

This position reports to the District Architect or his/her designee.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Performs a variety of professional architectural duties related to the subject department. Duties may include preparing and/or reviewing architectural design, preliminary cost estimates and analyses for assigned projects.
2. Prepares architectural designs, specifications, costs and quantity estimates for engineering projects; performs architectural rendering, computer simulations and building information modeling.
3. Assists in the establishment of schedules and methods for providing architectural design oversight for internal and external projects.
4. Monitors work activities to ensure compliance with established policies and procedures; evaluates proposed changes to approved plans and specifications.

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5. Recommends approval of and submits contractor's progress payment applications; performs audits of contractor and suppliers to ensure adherence to established policies procedures.
6. Prepares a variety of reports and correspondence on project matters including field and design engineering changes, and correspondence with the contractor on fulfillment of requirements.
7. Discusses and reviews project design or activities with assigned staff and other affected project personnel, and coordinates with engineering disciplines.
8. Maintains awareness of progress on assigned design projects to ensure compliance with designated time and cost schedules.
9. Provides assistance to inspectors in the interpretation of plans and resolution of problems during design review.
10. Conducts field inspections; ensures compliance with specifications.

QUALIFICATIONS

Knowledge of:

Principles and practices in architecture and/or specialized field of architectural design
Computer systems and applications related to architectural design, rendering and simulations.

Construction methods and materials related to architecture.

Principles and practices of related construction practices and the economics involved.

Industrial and regulatory standards and design criteria in architecture.

Principles, practices, and techniques in architecture as related to the successful project administration.

Terminology, methods, practices, and techniques used in report preparation.

Current office procedures, methods, and equipment, as well as programs for word process, graphical design, and building information modeling.

Construction specifying and construction documentation.

Related Federal, State and local laws, codes and regulations pertaining to the work and to generally accepted industry and association standards.

Skill in:

Applying principles and practices in architectural design in assigned projects.

Interpreting and explaining District policies and procedures.

Preparing clear and effective architectural graphics, drawing, computer aided rendering and simulations.

Communicating clearly and concisely, both orally and in writing.

Establishing and maintaining effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in architecture or a closely related field from an accredited college or university.

Experience:

Two (2) years of (full-time equivalent) verifiable professional architectural design project experience.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record. Physical condition necessary to conduct field inspections and testing as assigned.

Substitution:

Additional architectural experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; field environment; construction site environment; exposure to noise, dust, grease, smoke, fumes, gases, heat, cold, and inclement weather conditions, height, and confined space when conducting field inspections and investigations.

Physical Conditions:

Requires maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time. Good ability of sensing color, noise, and spatial relationship of environment.

EEOC Code: 02

Safety Sensitive Designation: