

ARCHITECT

DEFINITION

Provides technical direction to District and commissioned architects and consulting engineers on matters related to architectural design, certifies design plans, performs architectural planning and design, and manages projects in the planning and design phases.

TYPICAL DUTIES

- Advises, consults with, and gives technical direction to commissioned architects or structural engineers and their consulting engineers on District policies and guides for the design of educational facilities.
- Prepares and supervises the preparation of sketches and preliminary drawings for new facilities and alterations to existing facilities.
- Assists in providing technical direction to personnel of the Architectural Unit in the preparation of architectural designs, specifications, and cost estimates.
- Assists in the technical review of proposed plans and specifications submitted by commissioned architects for conformance to District policies and guides and for possible conflict with other engineering features and requests necessary revisions.
- Manages the scope of work, budget, schedule, and contracts of assigned projects.
- Coordinates with District departments and outside agencies to manage and review projects and programs through the planning and design phases.
- Submits recommendations for commissioning of architects by the District, evaluates architects' proposals on scope of work and fees, reviews architects' completed work, and recommends partial and final payments.
- Prepares and maintains architectural standards and specifications to assure conformance to building codes and safety requirements and to improve the quality and economy of construction, maintenance, and operation.
- Advises contractors, commissioned architects and engineers, and District inspectors on architectural problems encountered during construction.
- Conducts research and makes reports on architectural systems, equipment, and installation methods and their costs.
- Confers with and advises District personnel, manufacturers' representatives, and officials of other public agencies on matters pertaining to the District's architectural guides.
- Provides professional certification of architectural designs for assigned District and commissioned projects.
- Performs the more difficult architectural work of the Unit.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Architect performs the more difficult architectural design work; manages assigned projects in the planning and design phases; provides technical direction to District architectural personnel, commissioned architects, and consulting engineers; and signs plans and specifications as a registered architect.

The Supervising Architect supervises the activities and personnel of the Architectural Unit, assists in the selection and directs the activities of commissioned architects, and represents District interests relative to architectural concerns.

An Architectural Associate supervises, coordinates, reviews, and participates in the work of the Architectural Designers and Architectural Drafting Technicians; makes field investigations; and reviews drawings submitted by contractors.

SUPERVISION

General supervision is received from a Supervising Architect, Senior Facilities Project Manager, or a higher-level supervisor or manager. Technical direction is provided to District architectural personnel and commissioned architects and their consulting engineers on matters related to architectural design.

CLASS QUALIFICATIONS

Knowledge of:

- Principles and standard practices of architecture
- State and local codes pertaining and their application to school construction
- Relationship of architectural design to the other engineering features of buildings, including cost and operation comparisons
- DSA regulatory process and requirements related to access compliance, structural safety, and fire and life safety
- Pertinent provisions of professional contracts
- Public agencies' requirements and jurisdiction over project areas such as those related to the county, city, fire department, and fire marshal
- Major computer-aided software system such as AutoCAD, CAFM, and GIS

Ability to:

- Provide technical review and advice tactfully and effectively
- Provide sustained attention to complex plans and specifications and edit the work of others
- Write clear, concise reports and technical descriptions
- Work effectively with commissioned architects and engineers, District personnel, and representatives of public agencies
- Develop scope of work, budget, and schedules for assigned projects
- Manage multiple projects simultaneously

Special Physical Requirement:

- Agility to climb ladders, walk on roofs, and move safely in partially completed buildings and crawl spaces

ENTRANCE QUALIFICATIONS

Education:

- Graduation from high school or evidence of equivalent educational proficiency.

Special:

- A valid Certificate of Registration as a licensed architect by the California State Board of Architectural Examiners.
- A valid California Driver License.
- Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
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