

ARCHITECT, 7925

Summary of Duties : Performs responsible professional architectural work in preparing and supervising the preparation of designs, plans, specifications, estimates, studies, and reports; and does related work.

Distinguishing Features : The work of an employee of this class usually requires the exercise of considerable independent judgment based on a knowledge of architectural theory and practice. Assignments are received in general terms which outline the type of project, location, and general characteristics. An Architect usually determines the procedures to be followed, performs the more difficult phases of design, and delegates to subordinates the less difficult aspects of design, detailing, drafting, and estimating work. While an Architect is held responsible for the soundness of architectural design and is permitted considerable individual discretion, all work is reviewed for adherence to objectives defined in the assignment. Supervision is exercised over employees performing design and drafting work. Work in this class covers the entire field of architectural design, particularly as related to recreational, public works, utilities, and harbor facilities. In contrast to an Architectural Associate, an employee of this class may be assigned overall administrative duties of considerable responsibility.

Example of Duties : Prepares or supervises the preparation of sketches, perspectives, preliminary plans and elevations, renderings, complete architectural working drawings and detailed cost estimates, specifications, and material lists of a wide variety of buildings, structures, and installations including recreation and park buildings, municipal buildings, police and fire stations, service yards, steam plants, waterworks structures, receiving stations, office buildings, retaining walls, harbor structures, warehouses, shops, and bridges;

Recommends architectural motifs for structures, subject to the approval of administrative or architectural supervisors, and within the limits imposed by structural and equipment requirements; inspects building sites and reviews test analyses for soil bearing capacity; coordinates the inclusion of plans for mechanical details, including plumbing, heating, ventilating, and lighting features; may appear before the Cultural Affairs Commission to obtain approval of architectural plans;

Inspects buildings during construction and may supervise subordinates in such inspection; checks shop drawings, details, and test reports and approves materials; coordinates and reviews the work of private architects engaged in the preparation of plans and specifications for City construction; may administer contracts for building construction; confers with building contractors and subcontractors in connection

with plan and material changes during construction, assuring that standards of original plans and specifications are maintained; makes application for building permits;

Confers with engineers engaged in the preparation of structural, electrical, and mechanical plans; recommends changes in materials and construction; makes necessary adjustments in architectural design to fit structural, electrical, and mechanical requirements; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A good knowledge of the theory and practice of architecture; a good knowledge of the standard sources of architectural information; a good knowledge of safety principles and practices as they relate to office practices and field inspections; a good knowledge of local building practices and code requirements; a working knowledge of the fundamentals of structural engineering and structural design; a working knowledge of the laws and regulations related to equal employment opportunity and affirmative action; a general knowledge of the mechanical and electrical engineering requirements of public buildings and pertinent equipment; a general knowledge of Memoranda of Understanding as they apply to subordinate personnel; a general knowledge of City personnel rules policies and procedures; the ability to design, detail, and draw difficult architectural features of a wide variety of types of buildings, structures, and installations, appropriate to the functions they must perform in a large municipality; the ability to supervise a staff of professional and subprofessional subordinates engaged in making various types of architectural inspections, plans, and computations; the ability to visualize completed structures; the ability to deal tactfully and effectively with subordinates, contractors, the public and public officials; and the ability to keep records and prepare adequate and accurate reports.

Two years of professional architectural experience at the level of Architectural Associate.

License : A valid license as an Architect issued by the California State Board of Architectural Examiners is required.

A valid California driver's license is required.

Physical Requirements : Strength to perform average lifting of less than five pounds and occasionally over 15 pounds; arm, hand, and finger dexterity, with at least one hand; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this

class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.