

Summary of Duties : Performs difficult and responsible architectural work in directing or assisting in directing a major organizational unit which provides architectural services for City facilities; and does related work.

Distinguishing Features : The work of an employee of this class is distinguished from that of architectural employees of lower classes by the fact that the work involves both difficult professional architectural and engineering problems and administrative responsibility as well. A Senior Architect works under general direction and is subject to policy and financial planning decisions, an employee of this class is held responsible for the technical work of a group of employees. An employee of this class also coordinates mechanical, electrical, structural, and civil engineering features with the architectural design of structures.

Examples of Duties : Supervises and reviews the work of a group of employees and/or design consultants engaged in developing architectural studies, designs, detail, and specifications in connection with new construction, alteration, repair, and ground development of a variety of public buildings and their appurtenant equipment; chooses the architectural motifs for structures, within limits imposed by structural, legal, and policy requirements; directs the preparation of preliminary plans and elevations, renderings, general features, and scale details; inspects building sites and requests the making of soil tests for bearing capacity; directs the preparation of final working drawings, specifications, and details, as well as plans for features such as plumbing, heating, air conditioning, and lighting;

Confers with engineers engaged in the preparation of structural plans in order to coordinate architectural, structural, and mechanical design features; confers with contractors in connection with plan and material changes; directs research and investigations of new materials and construction methods; makes recommendations for changes in materials and construction methods and recommends the making of the necessary changes in plans to accommodate such changes; coordinates the work of private architects engaged in the preparation of plans and specifications for public buildings;

Directs the preparation of plans and specifications of materials on which cost estimates for proposed construction or changes proposed subsequent to the original design and estimate are based; under supervision, makes difficult decisions in connection with the determination of floor layout and specification requirements; reviews and makes recommendations on qualifications of consultants in the process of design consultant selection; reviews the choice of materials, color schemes, and equipment; and may occasionally be assigned 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 procedures involved in developing major building projects from initiation to final completion; a good knowledge of local building practices and code requirements; a good knowledge of safety principles and practices; a working knowledge of interior decorative design applications; a working knowledge of mechanical and electrical engineering requirements of public buildings and pertinent equipment; a working knowledge of contract administration functions; a working knowledge of the laws and regulations related to equal employment opportunity and affirmative action; a general knowledge of City personnel rules, policies and procedures; a general knowledge of memoranda of understanding as they relate to subordinate personnel; the ability to supervise the designing, detailing, and drawing of the architectural features of all types of municipal buildings, structures, and installations; the ability to direct a staff of professional and nonprofessional subordinates engaged in making various types of architectural inspections, plans, and computations; the ability to evaluate and supervise the design of alternate proposals for architectural improvements in light of soundness of engineering features, economic feasibility, and long-term city planning; the ability to deal tactfully and effectively with contractors, the public, and public officials; the ability to assist in coordinating the work of a major design division with other municipal functions; and the ability to prepare and supervise the preparation of adequate and accurate controls, records, and reports.

Two years of professional architectural experience at the level of Architect is required.

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

Physical Requirements : Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds and good eyesight.

Persons with certain handicaps may be capable of performing the duties of positions in this class. Such determination must be made by the medical examiner on an individual basis.

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 delcare what the duties and responsibilities of any position shall be.