

PRINCIPAL ARCHITECT, 7928

Summary of Duties : Performs difficult and highly responsible administrative and architectural work as head of the Architectural Division of the Bureau of Engineering; acts as staff architect on buildings under the jurisdiction of the Board of Public Works; coordinates and evaluates design work of private architects working on City projects; and does related work.

Distinguishing Features : An employee of this class is distinguished from architectural employees of lower classes by the responsibility for directing architectural work under the control of the Bureau of Engineering. In addition to resolving difficult architectural, engineering and administrative problems, the position serves as staff assistant and advisor to the Board of Public Works on planning public building projects. This work is performed subject only to general departmental policy and executive direction. Assignments usually are in general terms, supplemented by instructions which outline the general functions and limitations of the proposed project and touch on unusual architectural problems.

Examples of Duties : Manages the Architectural Division of the Bureau of Engineering, including personnel, policy making, and final approval of plans; directs a group of architectural and engineering employees engaged in developing architectural and engineering studies, designs, details, specifications, and estimates in connection with new construction, alteration, repair, and development of a variety of public buildings and their appurtenant equipment; checks and approves final working drawings, specifications, and details, including architectural style and plans for mechanical features such as plumbing, heating and air-conditioning, and electrical features such as lighting;

Correlates mechanical, electrical, structural, and other engineering features with architectural design and layout; directs the preparation of cost estimates for proposed new construction, alterations, and repairs; collects and compiles data on conditions of building sites, relationships between buildings, architectural style and fitness, locations, characteristics of quality of materials used, and the economics of various types of construction;

Participates in architectural and engineering contract negotiations; coordinates and approves designs for City projects prepared by private architects and engineers; directs the preparation of plans and specifications for contract work in connection with new construction, alterations, and repairs; approves plans and specifications for distribution; checks bids received for sufficiency;

Acts as staff architect to the City Engineer and the Board of Public

Works and assists in the broad planning of municipal improvements; advises department heads and other City officials on space and building problems; and represents the Bureau of Engineering at conferences and consultations with engineers and architects, department heads, and officials of other governmental agencies on planning for future needs of the City; 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 as applied to the management and supervision of the design and construction of a wide variety of public buildings, structures, and related appurtenances; a good knowledge of the fundamentals of structural engineering and design as related to architecture; a good knowledge of the procedures involved in the development of major building projects from initiation to completion; a good knowledge of City building standards and code provisions applicable to public buildings; a good knowledge of the mechanical and electrical engineering requirements of public buildings and pertinent equipment; a working knowledge of the methods of financing large public building programs; a good knowledge of relevant safety principles and practices; a working knowledge of 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 apply to subordinate personnel; the ability to coordinate the work of a major design division with other municipal functions; the ability to evaluate and supervise the design of alternate proposals for architectural improvements consistent with sound engineering principles, economic feasibility, and long-term city planning; the ability to organize and administer work and to manage a group of engineers, architects, and technical employees; the ability to prepare and supervise the preparation of adequate and accurate controls, records, and written reports; and the ability to conduct official negotiations and to work effectively with City officials, representatives of other government units, and consulting engineers and architects.

Two years of full-time paid professional architectural experience directing design programs for large municipal or industrial buildings at the level of Senior Architect is required.

Appointment to a position in this class is subject to a one-year probationary period as provided by Section 109 of the City Charter.

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

Physical Requirements: Strength to perform lifting up to 5 pounds and occasionally over 15 pounds; 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 person's 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 all of the duties and responsibilities of any individual position shall be.