



Title: Associate Architect

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to perform architectural duties in connection with the design and construction of buildings and transportation facilities and related projects. This is accomplished by designing buildings, light rail stations, and associated features, parking areas, bus boarding areas, and related infrastructures, and coordinating with contractors and consultants to accomplish construction of these facilities.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Designs buildings, light rail stations and associated features by reviewing and evaluating designs, interpreting standards, conducting codes and regulations research, and coordinating and consulting with other engineering specialties. Reviews and evaluates designs prepared by outside agencies or private contractors/consultants by ensuring adequacy, completeness, economy, and compliance design criteria, design standards, ADA requirements, and maintainability. Monitors project compliance by maintaining a variety of records, reports, plans, and files on related work projects.	70%
2	S	Reviews field data, provides construction support services and investigates existing site conditions by conducting periodic on-site observations of construction work, reviewing contractor submittals and requests for information, submitting contract documents for building permit review, and attending construction meetings.	20%
3	S	Prepares specifications for projects by developing working drawings, bid documents, and estimates, preparation technical reports, and performing presentations of drawings and models.	10%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Architecture or a closely related field.</p> <p>Substitution of experience for the required education is not accepted.</p>
Experience	A minimum of three (3) years of experience performing professional architectural work.
Supervision	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Budget Responsibility	Position has no fiscal responsibility.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories; work with advanced mathematical operations methods and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Professional Architect license in the State of California is required.



KNOWLEDGE
<ul style="list-style-type: none">• Theories, principles and practices of architecture and design.• Methods, materials and techniques used in the construction of buildings and structures.• Fundamentals of structural, mechanical, electrical and civil engineering as they relate to architectural design.• Project planning and management theories, principles and practices.• Regulations and codes pertaining to the design and construction of facilities.
SKILLS
<ul style="list-style-type: none">• Advanced word processing, spreadsheet, presentation and database software.• Specialized software related to functional area.
ABILITIES
<ul style="list-style-type: none">• Construct electronic models and schematic designs.• Hand drawing of sketches.• Perform advanced architectural work.• Review, analyze and conceptualize architectural designs.• Prepare architectural schematics, drawings, specifications, and cost estimates.• Monitor and evaluate the work of design consultants and construction contractors.• Use computer-aided design and drafting tools and products.• Manage projects• Prepare technical reports and correspondence.• Review and check the preparation of architectural plans and studies.• Communicate clearly and concisely, orally and in writing.• Establish and maintain effective working relationships with those contacted in the course of work.• Learn District policies and procedures, programs and performance criteria.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

Sedentary- X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Making presentations; observing work site
Sitting	C	Desk work; meetings; driving
Walking	O	To other departments/offices; around work site
Lifting	R	Supplies; files
Carrying	R	Supplies; files
Pushing/Pulling	R	File drawers
Reaching	R	Supplies; For files
Handling	O	Paperwork
Fine Dexterity	F	Computer keyboard; telephone keypad; calculator
Kneeling	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crawling	R	Under equipment
Bending	R	Filing in lower drawers: retrieving items from lower shelves/ground
Twisting	O	From computer to telephone; Getting inside vehicle
Climbing	R	Stairs; ladders
Balancing	R	On ladders; on equipment
Vision	C	Reading; computer screen; driving; observing work site
Hearing	F	Communicating via telephone/radio to co-workers/public
Talking	O	Communicating via telephone/radio to co-workers/public
Foot Controls	R	Driving
Other (specified if applicable)	N	None

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, picture and recording cameras, level, fax, copier, calculator, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N/A

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	S
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: Safety vest; hard hat

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	O
Emergency Situation	N
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	R
Noisy/Distracting Environment	O
Other (see 2 below)	N/A

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.