



**Title: Senior Architect**

FLSA Status: Exempt

**BRIEF DESCRIPTION:**

The purpose of this position is to manage light rail station design and other architectural projects such as offices and maintenance facilities. This is accomplished by supervising architectural staff and consulting teams, designing architectural project improvements, writing project specifications, carrying out planning and feasibility studies and environmental evaluations, preparing and maintaining budgets, negotiating funding, preparing contracts, and securing permits and approvals from local jurisdictions.

**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.

<b>(S) Sedentary</b> Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	<b>(L) Light</b> Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	<b>(M) Medium</b> Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	<b>(H) Heavy</b> Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	<b>(V) Very Heavy</b> 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	Manage the most complicated architecture projects by supervising staff and consultants, reviewing project documents for conformity to previous approvals, preparing and maintaining project budgets, preparing RFP's and contracts, coordinating between design work including architects, various engineers, and others, surveying sites, researching code requirements, developing project cost estimates and specifications, designing improvements, meeting with stakeholders to obtain input on project design, and obtaining permits and design approvals from various agencies with jurisdiction, and approving invoices.	70%
2	S	Provides construction support services by reviewing and approving submittals, answering requests for information, attending weekly construction meetings to review progress as needed, and observing and inspecting construction.	15%
3	S	Supervises staff by planning and directing the work of architectural staff, assigning and monitoring technician workloads, preparing performance evaluations, mentoring staff, and reviewing timesheets.	15%



**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	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.  Substitution of experience for the required education is not accepted.
Experience	A minimum of five (5) years of experience performing professional architectural work. Some lead or supervisory experience is preferred.
Supervision	Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed.
Human Collaboration Skills	Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
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	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position has limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division or program/project level budget and expenditures.
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.



<b>KNOWLEDGE</b>
<ul style="list-style-type: none"> <li>• Theories, principles, and practices of architecture, urban design and transportation planning.</li> <li>• Understanding of Americans with Disabilities Act and California Building Code, and familiarity with Public Contract Code, public art laws and procedures, and various other laws, codes, rules, and regulations.</li> <li>• Construction principles, materials, methods, and processes, and construction inspection methods.</li> <li>• Project planning and management theories, principles and practices.</li> <li>• Fundamentals of geo-technical, civil, structural, mechanical, and electrical engineering and landscape architecture.</li> <li>• Technical specifications writing and estimating.</li> <li>• Familiarity with construction principles, materials and methods, and construction inspection methods.</li> <li>• Presentation software including set-up and formatting, and preparing presentation drawings and renderings.</li> <li>• Principles and practices of project administration and management, and consultant, construction, and procurement contract administration.</li> <li>• Principles of supervision, training, and employee development.</li> <li>• Federal, State and local grant processes and requirement.</li> </ul>
<b>SKILLS</b>
<ul style="list-style-type: none"> <li>• Advanced word processing, spreadsheet, presentation and database software.</li> <li>• Specialized software related to functional area.</li> </ul>
<b>ABILITIES</b>
<ul style="list-style-type: none"> <li>• Perform complex architectural work.</li> <li>• Review and conceptualize architectural designs.</li> <li>• Prepare architectural schematics, drawings, specifications, and cost estimates.</li> <li>• Monitor and evaluate the work of design consultants and construction contractors.</li> <li>• Public speaking and listening techniques.</li> <li>• Use computer-aided design and drafting tools and products.</li> <li>• Prepare technical reports and correspondence.</li> <li>• Review and check the preparation of architectural plans and studies.</li> <li>• Communicate clearly and concisely, orally and in writing.</li> <li>• Establish and maintain effective working relationships with those contacted in the course of work.</li> <li>• Learn value engineering of public transportation projects</li> <li>• Maintain project budget and schedule.</li> <li>• Interpret confusing or conflicting standards and requirements.</li> <li>• Work under time constraints.</li> <li>• Learn District policies and procedures, programs and performance criteria.</li> </ul>



**OVERALL PHYSICAL STRENGTH DEMANDS:**

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

Sedentary	Light	Medium	Heavy	Very Heavy
<b>X</b>				
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	F	O	R	N
<b>Continuously</b>	<b>Frequently</b>	<b>Occasionally</b>	<b>Rarely</b>	<b>Never</b>
2/3 or more of the time.	From 1/3 to 2/3 of the time.	Up to 1/3 of the time.	Less than 1 hour per week.	Never occurs.

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 worksite and duties, communicating with co-workers
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; tables and chairs
Reaching	R	For files
Handling	O	Paperwork;
Fine Dexterity	F	Computer keyboard; telephone keypad; calculator
Kneeling	R	Filing in lower drawers; retrieving items from lower shelves/grounds
Crouching	R	Filing in lower drawers; retrieving items from lower shelves/grounds
Crawling	R	Under equipment
Bending	R	Filing in lower drawers; retrieving items from lower shelves/grounds
Twisting	O	From computer to telephone; getting in vehicle
Climbing	R	Stairs; ladders
Balancing	R	On ladders
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, fax, calculator, copier, automobile, architectural/engineering scales, surveying equipment, plotter, computer and associated hardware and software.



**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> 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

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

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

Hard hat, safety eyewear, reflective safety vest, and safety shoes.

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
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

(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.