

SUPERVISING ARCHITECT

DEFINITION

Supervises the personnel, projects, and activities of the design management or Architectural Unit and confers with school personnel and commissioned architects and engineers on matters related to architectural design of District facilities.

TYPICAL DUTIES

Supervises the personnel, projects, and activities of the Architectural Unit engaged in: the preparation of architectural designs, working drawings, and specifications for buildings; compilation of data required for the preparation of drawings and specifications; calculation and estimation of costs; management of the scope of work, budget, schedule, and contracts of projects in the planning and design phases; and review and approval of plans, drawings, and specifications prepared by commissioned architects and consulting engineers for compliance with regulations and to identify inconsistencies between architectural and engineering plans and specifications.

Serves as the Architect of Record for District architectural work requiring Division of State Architect (DSA) or other relevant governing agency approval.

Consults, advises, and gives technical direction to commissioned architects and their consulting engineers on District policies and guides for facilities design.

Prepares or directs the preparation of specifications and standards for architectural site planning and building design and maintains these architectural guides to assure conformance with codes within the framework of quality, economy, and District policies.

Advises school personnel on the architectural planning and architecture/engineering design implications of building and equipment standards.

Negotiates agreements on compensation for performance of extra services by commissioned architects and engineers.

Consults with personnel in other branches regarding the interpretation of architectural standards and policies, colors, drapes, room finishes, flooring, and other architectural design considerations.

Prepares site-utilization and floor-plan studies and analyzes comparative costs of facilities.

Guides commissioned architects in the selection and review of materials and colors.

Assists in the selection of the District's commissioned architects, evaluates proposals on the scope of work and fees, reviews completed work, and recommends approval of partial and final fee payments.

Assists in establishing building project allocations and is responsible for negotiating with commissioned architects for agreements on preliminary estimates of construction costs.

Assists in establishing and directing procedures for the review of drawings and specifications.

Performs the more difficult architectural work.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Supervising Architect supervises the activities and personnel of the design management or Architectural Unit, assists in the selection and directs the activities of commissioned architects, and represents District interests relative to architectural concerns.

The Architectural Project Facilitator provides expediting and liaison services among commissioned architects and engineers, regulatory public agencies, and other branches and divisions of the District in connection with the approval of plans and specifications.

An Architect performs the more difficult architectural design work; manages assigned projects in the planning and design phases; provides technical direction to District architectural personnel, commissioned architects, and consulting engineers; and signs plans and specifications as a registered architect.

SUPERVISION

General supervision is received from a higher level administrator. Supervision is exercised over architectural and drafting personnel in the Architectural and Engineering Services Unit.

CLASS QUALIFICATIONS

Knowledge of:

- Architectural and engineering practices applied in the planning of school buildings and other structures
- Preparation of architectural and engineering specifications and related contract documents
- State and local building codes and their application to school construction
- Architectural and engineering systems of building materials and building costs
- Civil, electrical, mechanical, landscape, and structural engineering principles, practices and specifications as they pertain to schools and other buildings
- DSA regulatory process and requirements related to access compliance, structural safety, and fire and life safety
- Public agencies' requirements and jurisdiction over project areas such as those related to the county, city, fire department, and fire marshal
- Microsoft Windows operating systems
- Microsoft Word, Excel, and Outlook
- Principles of organization, personnel management, and progressive disciplinary procedures
- Principles of project and design management

Ability to:

- Prepare and review standards and specifications of architectural projects
- Provide technical review and advice tactfully and effectively
- Provide sustained attention to complex plans and specifications and edit the work of others
- Communicate effectively, both orally and in writing
- Work effectively with commissioned architects and engineers, District personnel, and representatives of public agencies
- Supervise effectively
- Develop scope of work, budget, and schedules for projects
- Manage multiple projects simultaneously

Special Physical Requirement:

- Agility to climb ladders, walk on roofs, and move safely in partially completed buildings and crawl spaces.

ENTRANCE QUALIFICATIONS

Experience:

One year of experience as a licensed architect in planning and designing large commercial, government, or school building projects. Experience as a project lead or team manager and experience with the Collaborative for High Performance School (CHPS) is preferable.

Special:

A valid license as an architect issued by the California Architects Board.

Possession of the Certified Construction Manager (CCM) credential is preferable.

LEED Professional Accreditation by the Green Building Certification Institute (GBCI) is preferable.

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
06-05-25
MHO