

COUNTY OF SOLANO

ASSOCIATE COUNTY ARCHITECT

DEFINITION

Performs professional architectural work in the preparation and review of plans, specifications and reports for construction and modification of County facilities; coordinates assigned special project requests with County departments; develops cost estimates for modifications and maintenance projects; inspects and reviews and guides the work performed by contractors and/or staff.

CLASS CHARACTERISTICS

This job classification is responsible for providing architectural services requested for major and minor redesign of existing County facilities, review of design work provided by contractors, and inspection of construction in progress. The incumbent works under the direction of the County Architect. The incumbent consults with County department heads on assigned remodeling and alteration projects and may make recommendations on budget and phasing, procedures, design and finalization of these projects. This class is distinguished from the County Architect in that the latter has overall responsibility for establishing policies and procedures in regard to construction and modification of County facilities and participates in setting up long range plans and priorities in consultation with the Director of General Services and deals with highly sensitive or political issues.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the County Architect.

Provides technical assistance to newly hired staff.

EXAMPLES OF DUTIES –*Duties may include but are not limited to the following:*

Manages assigned County construction, remodeling, and improvement programs associated with County facilities; formulates budgets; provides grouping and phasing of improvements and promotes adherence to schedules associated with the various aspects of assigned capital projects within the County.

Confers with departments to establish building and space requirements; advises departments regarding feasibility of such projects; prepares drawings, reports and recommendations on findings; assesses construction related problems and provides solutions.

Plans, designs and prepares architectural drawings, specifications and estimates for the modification and alteration of buildings and related structures; may consult with structural, mechanical and electrical engineers and other design, construction, and legal professionals.

Acts as coordinator of assigned projects; conducts feasibility studies on special projects; approves

materials and drawings and makes recommendations; mediates disputes; coordinates with regulatory agencies.

Recommends policy procedures for major contract and maintenance work; prepares specifications and requests for proposals for the Central Services Division to secure continuing maintenance contracts and materials.

Evaluates responsibilities regarding professional and contractual obligations; administers and negotiates to maximize assets and minimize risk.

Determines project specifications and program requirements if not already available; develops architectural solutions to these requirements for review by the County Architect and requesting departments; prepares detailed design drawings and specifications for new buildings or alterations of existing buildings; prepares general layout and perspective drawings of all types of buildings and equipment to illustrate proposed projects.

Maintains and makes revisions to existing plans and brings them up to date; drafts changes on master drawings when alterations take place; makes detailed technical drawings of electrical, plumbing, and structural alterations of, and additions to, existing buildings.

Prepares board agenda items.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Modern principles and practices of architecture, structural improvements project planning, management and evaluation principles and techniques.

Codes, laws and regulations applicable to design and construction.

Principles and practices of management applicable to local government.

Architectural planning, design, space utilization, contracts and legal relationships between owner, architect, consultant, contractor and subcontractor.

Drafting practice and techniques, program requirements, and environmental factors as they apply to building design.

Preparation and monitoring of project scheduling, working knowledge of cost estimating techniques

and specification writing.

Computer Aided Drafting software.

Basic financial and engineering construction principles and practices.

Skill to:

Operate office equipment including a personal computer, copy and fax machines and printers.

Drive a motor vehicle.

Ability to:

Prepare and present various reports both orally and in writing; organize work activities and direct the work of others.

Analyze situations accurately and develop an effective course of action.

Deal effectively with professional engineers and architects, County departments, contractors and others involved in design, construction and modification of buildings.

Analyze functional and structural problems related to construction and modification of buildings.

Prepare complete architectural plans and specifications.

Interpret building design plans.

Make sound architectural judgments based on research and analysis.

Apply architectural techniques and methods to the solution of practical architectural problems.

Devise, evaluate and present long-range plans.

Synthesize and interpret technical information for presentation to lay policy makers and the public.

Communicate effectively both verbally and in writing; demonstrate tact and diplomacy.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Understand project objectives in relation to County goals.

Collect and analyze data to establish/identify needs, draw logical conclusions and make appropriate recommendations.

Monitor and evaluate the work of consultants and other contractors.

Organize and prioritize work assignments.

Interpret political and administrative direction and incorporation into operational policy and procedure.

Recognize and respect limit of authority and responsibility.

EXPERIENCE AND EDUCATION/TRAINING

Experience:

Three years of full-time experience in complex architecture duties including professional field and office experience involving programming, planning, design, construction alteration and code enforcement, building and site improvements.

Education/Training:

Bachelor's degree from an accredited college or university in architecture is required.

SPECIAL REQUIREMENTS

Possession of a California Certification of Registration as an Architect. Incumbents in this class must sign for all County projects not contracted to other architects.

Possession of, or ability to obtain, a valid Class C California Driver's license may be required.

SUPPLEMENTAL INFORMATION

Independent travel may be required.

ADA COMPLIANCE

Physical Ability: Requires very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching or crawling, and lifting, carrying, pushing or pulling objects and materials.

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors is minimal and poses a very limited risk of minor injury or illness. May perform field work to sites that contain limited risk of exposure to hazardous materials such as asbestos.

Director of Human Resources

Established Date: January 1995

Revised Date: November 2002

BOS Date: June 30, 2003

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