

## **COUNTY OF SOLANO**

### **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 all special project requests with County departments; develops cost estimates for modifications and maintenance projects; inspects and reviews and guides the work performed by contract architects; provides direction to develop and maintain a County Capital Improvement Plan and plans, designs, manages and implements all Capital Improvement projects.

#### **CLASS CHARACTERISTICS**

This is a single position job classification responsible for managing architectural services division which includes services requested for major and minor redesign of existing County facilities, review of design work provided by contract architects, and inspection of construction in progress. The incumbent consults with County department heads on all major remodeling and alteration projects, and makes recommendations on budget and phasing, procedures, design and finalization of these projects. The incumbent establishes 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 general direction from the General Services Director and Assistant Director.

Exercises supervision over professional staff.

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

Plans, organizes, manages and controls the day-to-day operations and activities of the Architectural Services division.

Manages the County's 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 capital projects within the County.

Provides fiscal administration for the Division of Architectural Services; develops and oversees County Capital Outlay budget and division operating budget; administers fiscal policies; establishes and approves division project accounting systems; manages cost recovery plan.

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

Plans and directs the design and preparation of architectural drawings, specifications and estimates for the modification and alteration of buildings and related structures; may consult with structural, mechanical and electrical engineers; negotiates professional services contracts; provides contract conflict resolution.

Manages assigned projects; conducts feasibility studies on special projects; approves materials and drawings and makes recommendations. Recommends policy procedures for major contract and maintenance work; prepares specifications and request for proposals for the Purchasing Department to secure continuing maintenance contracts and materials.

Manages construction and interfaces with organized private construction groups.

Determines projects space and program requirements if not already available; develops architectural solutions to these requirements for review by the Director of General Services 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.

Plans and directs the maintenance and the revisions of 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.

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 improvement, project planning, management and evaluation principles and techniques.

Land use laws and regulations.

Principles and practices of management applicable to local government.

Financial, real estate, engineering, and construction principles, practices, and laws.

Design and construction related software applications.

**Skill to:**

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

**Ability to:**

Communicate effectively, orally, in writing and in presentation settings with elected officials, community stakeholders and representatives, 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 policymakers and the public.

Understand project objectives in relation to County goals.

Monitor and evaluate the work of consultants and other contractors.

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

Recognize and respect limit of authority and responsibility; work effectively with others who have objectives counter to assigned role.

Write, review, evaluate and refine legal, regulatory, fiscal, project, and operational documents.

**EXPERIENCE AND EDUCATION/TRAINING**

**Experience:**

Four years of experience as a professional architect including responsibility for the preparation of schematic plans and specifications, preparation of cost estimates, and construction plans and specifications of which two (2) years has been in a supervisory or management position responsible for fiscal and personnel management.

**Education/Training:**

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

**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:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. May involve prolonged standing.

**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 poses a limited risk of minor injury or illness.

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Director of Human Resources

**Established Date:** January 1992

**Revised Date:** February 2003

**BOS Date:** June 30, 2003