

DISTRICT ARCHITECT

Purpose Statement

The job of District Architect is done for the purpose(s) of performing difficult and responsible professional architectural work in connection with the design, construction, maintenance and conversion of district buildings; and planning, assigning and directing the activities of assigned personnel.

Essential Functions

- Develop, recommend and execute plans for school facilities including the preparation of district design standards, guide specifications, standard drawings and details. Assist in developing standard construction contracts and agreements for design professionals and other consultants.
- Consult with site or department to determine functional and spatial requirement of the project, prepare information regarding design, specifications, materials, colors, equipment, estimated costs and construction time.
- Supervise and participate in the preparation of project programming and summaries of the size and scope of projects and contracts, including cost estimates. Research, analyze and interpret regulatory requirements; facilitate project approvals and permits from regulatory agencies.
- Coordinate the preparation of environmental impact documents (initial studies, notices of exemption, etc.) and reports for architectural projects.
- Plan, distribute and coordinate work by staff; coordinate the work of multiple design and engineering disciplines. Check drawings and specifications prepared by staff, consulting architects and engineers for conformance with prescribed federal and state standards, project design criteria and codes.
- Review and oversee preparation of designs and construction project drawings utilizing computer drafting and design software (as appropriate), based on sketches, notes and verbal direction.
- Ensure that new buildings comply with building codes and local, state and federal mandates and regulations.
- Plan layout of limited scope projects and integrate efforts and designs of design professionals engaged by the District.
- Prepare or directly supervise the preparation of scaled drawings and other contract documents for bidding and award of limited scope construction contracts.
- Assist the District in obtaining bids for construction projects or procurement of materials. Assist with administration of contracts and ensure on-site observation of work to monitor compliance with construction contract documents.
- Examine, analyze and make recommendations on submitted construction bids and consultant qualifications and proposals; review and analyze contract modifications and makes recommendations accordingly.

- Review and check contractors' correspondence, reports, change order requests, payment requests and submittals including shop drawings, material samples and substitutes to insure contract compliance and conformity with design intent.
- Assist departments in the review of project administration including construction disputes.
- Coordinate with contractors, project managers, inspectors, construction managers, and code officials' to conduct field observations of work in progress to assure contract compliance.
- Assist staff in preparing, maintaining, and updating records, files, drawings, and descriptive materials for district sites and facilities.
- Serve as the district liaison to state and local building regulatory agencies such as the Division of State Architect and Office of Public School Construction and utilities.
- Participate in professional organization committees instrumental in preparing codes and regulations pertaining to school construction and energy projects. Provide comments to regulatory agencies such as the Division of State Architect on the impact proposed regulatory changes.
- Supervise and evaluate the performance of assigned staff.

Other Functions

- Perform other related duties as assigned for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: leadership; developing effective working relationships; operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program activities; preparing and maintaining accurate records; and administering personnel policies and procedures.

KNOWLEDGE is required to compose a variety of documents, facilitate group discussions and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: organizational development principles and practices; techniques and strategies for managing a large, diverse organization; district curriculum and school instructional programs including the integration of educational technology; pertinent laws, codes, policies, and/or regulations; programs and issues that affect district schools; state content framework; current research and trends in curriculum; standard business practices; basic budgeting; contract administration and communications systems.

ABILITY is required to organize a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; use job-related equipment and to provide leadership, direction and accountability in the administrative and instructional functions of the District. Maintain current knowledge of applicable provisions of federal, state, and district laws, rules and regulations. Provide accountability and support to the instructional programs and operations for district schools. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and

operate equipment using a variety of standardized methods. In working with others, independent problem solving is required to analyze issues and create action plans; problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under a generally hazard free environment.

Physical Requirements

Hearing and speaking to exchange information and make presentations; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; and lifting light objects.

Education and Experience

Bachelor's degree in Architecture or other applicable discipline from an accredited college or university and a license to practice architecture in the State of California is required. A minimum of seven years of experience is required, preferably with an emphasis in design and construction of educational facilities and a working knowledge of building, fire and other codes and laws having jurisdiction over construction of educational facilities within a school district.

Required Testing

None Specified

Certificates Required

California Architect License
Valid Drivers License

Continuing Educ./Training

None Specified

Clearances

Pre-placement Physical Exam; TB Clearance; and
Criminal Justice Fingerprint/Background Clearance

Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person group with one or more of these actual or perceived characteristics." SUHSD Board Policy 0410