

**SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Assistant District Architect	REPORTS TO:	District Architect
DEPARTMENT:	Maintenance and Operations	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	055 Supervisors'
REVISED:	June 26, 2001		

BASIC FUNCTION:

Serve as supervising architect; prepare project and program budgets and schedules; provide project coordination services; maintain liaison between staff and outside firms, groups, individuals, and government agencies for bond and non-bond funded new school construction projects, structural and non-structural remodeling projects, and other district facility building programs; supervise assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Supervise and coordinate the design and implementation of district building programs and projects. **E**

Prepare initial project cost estimates, budgets, and master schedules. **E**

Supervise and schedule the work of assigned staff in the project management and preparation of plans, specifications, and calculations using computerized spreadsheets, Computer Aided Design (CAD) software and project scheduling software for new construction and structural and non-structural remodeling projects. **E**

Supervise the public construction bidding process and coordinate services necessary for construction. **E**

Maintain liaison between staff and outside architectural, engineering, landscape, and other firms, groups, and individuals, including city, state, and federal government agencies. **E**

Conduct interviews and coordinate employee, consultant, and vendor selections. **E**

Exercise approval authority over and supervise the preparation of consultant contracts. **E**

Monitor budgets and the progress of project firms including negotiating change orders, project scope, and cost accountability and resolving of construction related problems; observe construction. **E**

Ensure project deadlines are met and evaluate performance of outside professional firms; participate in district pre-qualification program for prospective contractors. **E**

Supervise the preparation, maintenance, and updating of records, drawings, specifications, and related documents for all district facilities. **E**

Review designs and construction drawings for compliance with district standards. **E**

Authorize plans; perform duties and assume responsibilities of the district architect in his/her absence. **E**

Assist in development of department budgets. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized college with a major in architecture and six years of progressively responsible project management, planning, and programming experience in the field of architecture.

LICENSES AND OTHER REQUIREMENTS:

Valid Professional Architect's license as issued by the California Board of Architectural Examiners. Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Computer Aided Drafting, computerized project management, scheduling and budget software, and archival technology.

Architectural methods and techniques.

Applicable laws, codes, regulations, policies, and procedures.

ABILITY TO:

Develop and implement architectural projects and district building programs.

Supervise bond and non-bond funded new school construction projects, structural and non-structural remodeling projects, and other district facility building programs.

Supervise, train, and evaluate the performance of assigned staff.

Operate standard office equipment including microcomputers and related software applications.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with all levels of staff, contract consultants, community groups, and the public.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

Interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Office and construction site environment; driving a vehicle to conduct work.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents and to inspect work; 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, reaching, and climbing on ladders and scaffolding to inspect work; lifting light objects.

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Job Code 6580

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