



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

SENIOR ARCHITECT (Technical Specialist)

Group-Section: Engineering Services Group - Engineering Services Section	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 059 Job #: Y01
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JOB SUMMARY

Acts as lead serving the architectural discipline providing technical expertise within the Engineering Services Section. Project assignments are typically described as moderate to highly complex with importance to Metropolitan's core functions (i.e., storage, treatment, and distribution of water) or may have moderate to high risk or cost exposure.

Senior Architects are responsible for the design and preparation of plans for complex construction and modification or alteration projects. The work includes the development and preparation of program requirements, schematics, preliminary, and complete working drawings, specification, and observance of construction activities.

OVERSIGHT

Supervision Received: Receives direction from the Team, Unit, Section, or Group Manager.

Supervision Given: May exercise technical and/or functional direction over assigned staff.

JOB DUTIES

1. Prepares or coordinates the preparation of complex architectural design work including development of program requirements, master plans, plan layouts, schematic drawings, preliminary plans, complete working drawings, specifications, and cost estimates for projects.
2. Reviews work for effectiveness of design, thoroughness, and adherence to standards, codes, and Metropolitan procedures.
3. Reviews the progress of assigned projects to ensure the work is on schedule and within budgetary and fee limits; and expedites the completion of work when delays occur.
4. Coaches, trains, and mentors employees on technical issues.
5. Advises and consults on the layout and design of buildings and related site developments to obtain the required results; and prepares alternative conceptual layouts and building systems and manages the analysis and selection process in conjunction with the client.
6. Reviews preliminary and final plans and specifications for projects to determine compliance with program requirements and architectural standards; and ensures compliance with local, state, and federal laws, regulations, and requirements.
7. Researches and selects materials of construction; develops material specifications; and oversees preparation of specification for conformity to design and code requirements.

8. Reviews shop drawings to determine that program requirements and architectural standards are met; prepares revisions, issues clarifications, and visits field sites to inspect construction activities and materials to maintain design as planned; and advises staff during construction activities.
9. Performs detailed studies, evaluations, and assessments within architectural design area.
10. Prepares and delivers presentations to project team, client, or management meetings, or at public hearings; and meets with building officials and regulatory agencies.
11. Maintains technical resources and catalogs of current architectural products, technologies, and building regulations and public safety standards.
12. Acts as a design manager of the most complex multi-discipline projects; coordinates project design with other disciplines; makes recommendations regarding project methodology by assisting in developing project scope, criteria, and staff assignments; establishes design schedule and budget; monitors design progress; and attends construction contractor and consultant meetings to resolve problems.
13. Manages professional services and consultants; prepares scope of work in Requests for Proposal; evaluates and selects consultants for professional services; prepares and negotiates agreement with consultants; administers and tracks consultant performance; and audits work for compliance and approves contracted work.
14. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree in architecture from an accredited college or university and eight years of increasingly responsible experience in the field of architecture, of which four years must have been as a licensed Architect with project management, supervisory, or lead position responsibilities.

Required Knowledge of: Principles of architectural design; project development, management, and administration; building design and construction; construction techniques; budgetary concepts and procedures; Metropolitan policies and procedures and administrative practices; federal, state, and local laws related to design and construction; value engineering; and Metropolitan facilities.

Required Skills and Abilities to: Resolve complex architectural problems; develop construction drawings, specifications, and cost estimates for complex buildings and building modifications; plan and organize the work of a project team; effectively prepare and administer project budgets; encourage and facilitate cooperation; train and mentor staff; exercise judgment and discretion; communicate orally and in writing on administrative and technical topics; use business, project management, and engineering applications; and determine training needs of staff.

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Adopted: 04/27/05

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Supersedes: 04/27/05

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CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- Valid California Class C Driver License
- Registration as a Licensed Architect in California
- Certification by National Council of Architectural Registration Board

Registrations

- None

DESIRABLE QUALIFICATIONS

None

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. May travel to various sites requiring overnight stay.

Vision Requirements: No special vision requirements

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