

## ARCHITECT

### **DEFINITION**

Under general supervision, designs and coordinates plans and specifications for new building construction, building alterations and additions, and capital improvement projects or performs professional nonstructural architectural plan check work in the field or office relating to the planning, design, and construction of complex structures.

### **SUPERVISION RECEIVED/EXERCISED**

Receives supervision from a Division Manager. May exercise supervision over subordinate staff.

### **DISTINGUISHING CHARACTERISTICS**

Architect is a working level professional class. Incumbents design and coordinate plans and specifications for new building construction, building alterations and additions, and capital improvement projects; perform nonstructural architectural plan check review for complex buildings; or perform combination plan check for small commercial interior alterations related to fire, life, health and safety requirements of specialty codes. Duties include providing lead direction and training to lower-level personnel engaged in the plan check review process. This class differs from classes in the Civil Engineer series in that incumbents in the latter specialize in public works projects other than structures. This class differs from classes in the Structural Engineer series in that incumbents in the latter specialize in structural engineering plan check review of buildings.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*(May include, but are not limited to, the following:)*

Designs and coordinates plans and specifications for new building construction and building alterations and additions; prepares sketches, preliminary drawings, and schematic designs of City buildings, parks, detailed working drawings, specifications, and estimates on projects.

Researches and selects materials, chooses methods and types of construction, and makes determination of space allotment; analyzes and participates in a variety of technical processes including bid preparation, addenda preparation, bid evaluation, and issuing of change orders; inspects projects for conformance and design during construction and at final acceptance.

Performs nonstructural architectural work in checking plans and specifications of complex buildings for compliance with life, fire, health and safety requirements of the Fresno Building Codes and accepted design principles and construction practices.

Reviews and approves construction plans of high-rise buildings, complex commercial and industrial buildings, multi-family dwellings, hotels and motels and buildings with atriums, enclosed malls, smoke-removal systems and high-pile storage.

Performs combination plan check for small commercial interior alterations per City policy.

Provides lead direction to lower-level staff engaged in architectural plan checks.

Prepares and conducts training programs related to plan check code compliance.

May provide supervision, i.e., selection, training, preparation of performance evaluations, or recommend disciplinary actions, of subordinate staff.

Provides advice to other City departments, divisions and sections; consults with architects, engineers, contractors and field inspection personnel on questionable fire, life, health and safety systems to determine if proposed solutions are adequate for code compliance.

Maintains records of all plans and buildings evaluated, examined and approved including time and cost records; prepares special reports.

Attends meetings as assigned and may represent the City as an expert witness before boards, commissions and in court.

Performs related duties as required.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Considerable Knowledge of:**

Modern architectural principles and practices, architectural and structural engineering drafting and construction methods, landscape design and application to urban parks.

Architectural requirements for fire, life, health and safety principles and practices as related to the preparation and evaluation of plans and specifications for a wide variety of public and private construction projects.

The requirements of the Uniform Building Code and knowledge of National Electrical Code, Uniform Plumbing Code or Uniform Mechanical Code and pertinent local ordinances and state laws.

**Skills to:**

Operate modern office equipment including computer equipment.

**Ability to:**

Prepare and develop architectural designs, sketches, site plans, working drawings, and specifications, and review plans and specifications for moderate to highly complex construction projects.

Make field inspections and file reports.

Provide lead direction and training to lower-level personnel.

Establish and maintain effective working relationships with those contacted in the performance of duties.

Communicate effectively, both orally and in writing.

**MINIMUM QUALIFICATIONS**

**License:**

Valid License as an Architect by the State of California.

**Special Requirements:**

Possession at time of appointment and continued maintenance of a valid California Driver License may be required.

APPROVED: (Signature on File)  
Director

DATE: 07/06/2005