

## EAST BAY REGIONAL PARK DISTRICT

### ARCHITECT

#### GENERAL FUNCTION:

Under direction, to perform, and direct performance of, professional architectural design for major new construction, historical restoration and remodeling projects; design and prepare contract drawings, architectural and engineering specifications and cost estimates for a variety of capital and maintenance projects; acquire permits necessary for construction; and assist in capital improvement budget preparation.

#### ESSENTIAL FUNCTIONS:

Serves as Project Manager for professional architectural, electrical, structural, mechanical and illumination engineering work and acts as resident Architect on construction projects. Performs site evaluations; prepares schematic drawings, preliminary designs and sketches; drafts and supervises draftspersons in the preparation of working drawings; reviews working and shop drawings; outlines and prepares specifications; reviews and makes recommendations on buildings requirements; prepares cost estimates on projects at various stages of development; inspects and directs projects during construction; develops, negotiates and administers consultant contracts; manages the work of professional consultants, engineers and contractors; prepares work schedules, writes reports and correspondences, and keeps records; plans and designs buildings, roads, bridges and other structures and organizes services necessary for construction; consults with those involved to determine size and space requirements; provides information regarding cost, design, materials, equipment and estimated building time.

#### OTHER FUNCTIONS AND DUTIES:

Researches, analyzes and make recommendations on solutions to architectural problems; analyzes, prepares, coordinates and files planning commission appeals and seeks relief from development restrictions; prepares and presents plans and graphic media to District staff, Building Officials, Planning Commissions, other agencies and to the public; prepares, acquires and administers regulatory and required permits; participates in grant application preparation; performs related duties as assigned.

#### MINIMUM QUALIFICATIONS:

- Education: Bachelor's Degree from an accredited college or university, with major work in architecture; and
- Experience: Six years of experience in design, AutoCAD, permit acquisition, cost estimating and specifications writing, at least two of which must have been as a Project Manager; and
- Certificates: Possession of a valid certificate of registration as an architect issued by the California State Board of Registration for Architects.

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KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles, practices and methods of architectural design and construction. Knowledge of building codes as applied to architectural details of buildings. Knowledge of ecology, utility interfaces, and computer aided drafting (CAD). Basic knowledge of surveying, HVAC systems, passive and active solar systems, and photovoltaic systems. Ability to effectively manage projects and lead others in the performance of complex professional and technical activities. Ability to analyze situations accurately and adopt an effective course of action. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal staff and external customers and park users.

SPECIAL CONDITIONS OF EMPLOYMENT:

A valid California driver's license is a condition of initial and continued employment in this classification.

REPORTS TO: Design Manager

SUPERVISES: May direct the work of various classifications on a project by project basis.

Employment Category: AFSCME, Local 2428, Monthly Salary Effective 4/1/2006: \$6,152.25 - \$6,730.75  
Adopted by Board: December 28, 1979, Resolution #: 1979-12-288  
Revision Approved by General Manager: December 18, 2003  
Salary Revised per Joint Equity Committee Effective 1/1/04  
Salary Revision Approved by Board September 19, 2006: Resolution #2006-9-220  
Job Description Revision Approved by General Manager: October 16, 2006