



## DISTRICT ARCHITECT

FC: EF060  
PB: 12  
FLSA: Exempt

PC: 960  
BU: 95 (Non-Rep)  
Created: January 3, 2001  
Revised: September 11, 2007

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Develops and maintains District architectural guidelines, criteria and standards, in accordance with Board policy and standard practices. Independently performs complex architectural assignments demanding unique solutions to satisfy the growing demands of the District's infrastructure; administers District Facilities Standards for capital projects, manages Civil/Structural Engineering and Construction, and Documentation and Configuration Control divisions; represents the District in discussions with or presentation to outside agencies, senior management and senior technical personnel, provides highly complex administrative support to the Chief Engineer; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This single position class manages through subordinate division managers, all activities throughout the District related to architectural guidelines, criteria and standards, capital programs, facilities renovation, civil/structural engineering and construction, and documentation and configuration control. The incumbent is accountable for accomplishing departmental goals and objectives and for furthering District goals and objectives within general policy guidelines. This class is distinguished from the Chief Engineer, in that the latter has overall responsibility for directing all District engineering functions.

### **REPORTS TO**

This position reports to the Chief Engineer.

### **EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Develops policy statements and maintains District architectural guidelines, criteria and standards, in accordance with Board policy and standard practices; these include: (a) passenger station guidelines with respect to access, commercialization and development, signage, landscaping and environment ("Green Buildings"); (b) criteria development with respect to station inter-modal design, station amenities and queuing space, commercial space, office and shop space, and landscaping based on integrated pest/vegetation management; and (c) standards and specifications with respect to common station characteristics, such as pathways and facilities, common station directional signage and lighting, and architectural finishes.

2. Develops design guidelines for high performance buildings; develops criteria and programs to improve the District's "Green Building" performance; develops and reviews structures to ensure that they are designed, constructed, renovated, operated and reused in an environmentally sensitive and energy-efficient manner; initiates programs and training to increase District personnel awareness of "Green Building" performance.
3. Plans, directs and coordinates, through subordinate level staff, the work plan for the Divisions of Civil/Structural Engineering and Construction, and Documentation and Configuration Control; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
4. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
5. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
6. Oversees and participates in the development and administration of the departmental budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
7. Represents the Maintenance and Engineering Department to government agencies, commission representatives, vendors, and professional and business organizations; coordinates assigned activities with those of other departments and outside organizations.
8. Checks and reviews all in-house work; makes field observations; researches project data and prepares and presents reports; prepares preliminary and final construction/project cost estimates/budgets and schedules.
9. Reviews and comments on all aspects of project design and contract documents to ensure proper coordination, compliance with specification, and that the District's widely recognized architectural design features are not compromised as original structures are enlarged, modified or renovated.
10. Analyzes and interprets applicable laws, codes and regulations.
11. Provides assistance and evaluation of the District's land use and site planning; long-range development plans; CEQA compliance and environmental documents; construction delivery strategies; professional design selections; and capital project site selections.
12. Provides assistance for integration of policy initiatives into design and construction specifications.
13. Creatively applies specifications throughout capital programs to achieve high performance buildings and infrastructure improvements.
14. Serves as consultant to the Chief Engineer, to other departments, to project engineering staff, and to outside contractors by providing advice and counsel on special and unique assignments related to the above.

**District Architect**

Page 3

15. Keeps abreast of technological development and maintains contact with other transit and government agencies in the respective field and keeps management informed on important new advances.
16. Participates in activities and proceedings of professional societies and recognized national boards and bodies.

**QUALIFICATIONS****Knowledge of:**

Advanced knowledge in architecture and/or specialized field of architectural engineering.

Knowledge of systems, applications, construction methods and materials, and computer applications related to architecture.

Knowledge of related construction practices and the economics involved.

Knowledge of industrial and regulatory standards and design criteria in architecture.

Principles, concepts and techniques in architecture as related to the successful administration of major activities and projects.

Architectural principles and practices related to the planning, organization and implementation of varied projects in the design, installation, operation and modification of sites and facilities of a large agency.

Occupational health and safety rules and regulations.

Terminology, methods, practices, and techniques used in report preparation.

Modern office procedures, methods, and equipment including use of Microsoft suite of programs.

Related Federal, State and local laws, codes and regulations pertaining to the work and to generally accepted industry and association standards.

**Skill in:**

Reviewing and evaluating the activities and the successful conclusion of major architectural projects.

Working effectively with District management and communicating effectively with others as a representative of the District.

Exercising sound independent judgment within general policy guidelines.

Preparing clear and concise reports.

Communicating clearly and concisely, both orally and in writing.

**MINIMUM QUALIFICATIONS****Education:**

A Bachelor's degree in architecture from an accredited college or university.

**Experience:**

Six (6) years of recent (full-time equivalent) verifiable professional architectural experience, which must have included at least two (2) years of experience as a licensed architect in architectural design, construction, maintenance and alteration of buildings, and at least three (3) years of management and administrative experience.

**Other Requirements:**

Must possess a valid California driver's license and have a satisfactory driving record.

**District Architect**

Page 4

**License or Certificate:**

Must possess a license to practice architecture in the State of California issued by the California State Board of Architectural Examiners.

**Substitution:**

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office and field environment.

**Physical Conditions:**

Requires maintaining physical condition necessary for walking, standing, or sitting for prolonged periods of time.

**BART EEO-1 Job Group:** 0500 - Executives/Managers  
**Census Code:** 0300 - Architectural & Eng. Managers  
**Safety Sensitive:** N