



PRINCIPAL ARCHITECT

JC: 000045

PB: 8

FLSA: Exempt

BU: 95 (NR)

Created: September 2010

*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

Performs the most complex architectural assignments demanding unique solutions to satisfy the growing demands of the District's infrastructure; ensures work quality and adherence to established policies and procedures; administers District facilities standards for capital projects, may plan, supervise, assign and review the work of staff responsible for large complex architectural projects; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is a working supervisory level Architect. Positions at this level perform the most complex work assigned to the series and may be responsible for supervising, assigning and reviewing the work of subordinate engineering and/or architecture staff. Incumbents may also be responsible for overseeing the work of outside contractors or assisting higher level managerial staff in planning and evaluating the quantity and quality of work performed by subordinate staff.

REPORTS TO

This position reports to the District Architect or his/her designee.

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

1. Assumes responsibility for planning, budgeting and overseeing complex architectural design projects for the District ensuring that they are in compliance with District architectural guidelines.
2. Plans, prioritizes, assigns, and may supervise and review the work of staff responsible for the architectural design and construction of District facilities including but not limited to passenger stations, office and shop buildings, subway and aerial structures, and other structures.
3. Administers design consultant contracts; reviews work to ensure compliance with design criteria; recommends change orders; maintains records and processes expenditures.
4. Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and procedures.

5. Checks and reviews assigned in-house work; makes field observations; researches project data and prepares and presents reports; may prepare preliminary and final construction/project cost estimates/budgets and schedules.
6. Recommends and assists in the implementation of goals and objectives; implements approved policies and procedures.
7. Reviews and comments on all 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.
8. Analyzes and interprets applicable laws, codes and regulations.
9. Oversees, reviews, and approves the preparation of architectural designs, drawings, and specifications; coordinates work with other divisions and departments; and resolves architectural design issues as they arise.
10. Participates in the review of consultant proposals and design; recommends awards; conducts or participates in the pre-bid conferences prior to District or contracted contract awards.
11. Prepares and reviews analytical and statistical reports on assigned architectural design projects.
12. Participates in the selection of architectural staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
13. Coordinates work with other divisions, departments and outside agencies; administers control of received documentation for contracts; identifies technical engineering issues and ensures compliance within District and industry engineering standards.
14. Represents the District in public meetings and hearings on proposed projects.
15. May conduct intermediate and final inspections on proposed projects.

QUALIFICATIONS

Knowledge of:

- Principles and practices in architecture and/or specialized field of architectural engineering.
- Computer systems, and applications related to architecture, including construction specifications, construction documentation, and building information modeling.
- Construction methods and materials related to architecture.
- Environmental design and sustainability industrial and regulatory standards and design criteria in architecture and transportation.
- Principles, practices, and techniques in architecture as related to the successful project administration that is sensitive to communities and civic groups.
- 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 transportation agency.

Principal Architect

Page 3

- Principles of supervision, training and performance evaluation.
- Occupational health and safety rules and regulations.

Skill in:

- Reviewing and evaluating the activities and the successful conclusion of major and multi-disciplinary projects.
- Working effectively with District staff and communicating effectively with others as a representative of the District.
- Exercising sound independent judgment on design and contracting issues within general policy guidelines.
- Selecting, supervising, training and evaluating staff.
- Preparing clear and concise reports with effective graphical presentation.
- Communicating clearly and concisely, both orally and in writing for both large or small audiences.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in architecture/architectural engineering or a closely related field from an accredited college or university.

Experience:

Four (4) years of (full-time equivalent) verifiable professional architectural experience, which must have included at least one (1) year of administrative and supervisory experience.

License or Certificate:

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

Certified Construction Specifier by the Construction Specifications Institute is desirable.

Other Requirements:

Must be physically able to conduct field inspections and testing as assigned.

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

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; field environment; construction site environment; exposure to noise, dust, grease, smoke, fumes, gases, heat, cold, and inclement weather conditions, height, and confined space when conducting field inspections and investigations.

Physical Conditions:

Requires maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time. Good ability of sensing color, noise, and spatial relationship of environment.

BART EEO-1 Job Group: 3000 – Engineers

Census Code: 1300 – Architects

Safety Sensitive: No