

County of Humboldt Job Specification
County Architect
Classification 0200
FLSA: Exempt



DEFINITION

Under general direction, directs and oversees the day-to-day functions of the Facilities Management Division of the Public Works Department; serves as the County's lead design authority and oversees the development and implementation of capital projects and facility standards; provides project management, inspection, and contract administration services for the construction, acquisition and modification of County facilities; plans, organizes, and directs the architectural, capital projects, facility maintenance and real property functions of the County; coordinates the work of professional and technical staff with that of other divisions and departments; assists the Director of Public Works with overall departmental administration; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Public Works. Exercises direct supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This single position classification is a division manager classification that oversees, directs, and participates in all activities of the Public Works Facilities Management Division, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class is the principal professional architect for the County. This class has overall responsibility for the Capital Projects program, including policy, staffing, budgeting, and representation to the Board of Supervisors. This class provides assistance to the Director of Public Works in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, County functions and activities, including the role of the Board of Supervisors, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering County goals and objectives within general policy guidelines. This class is responsible for performing contract management and architectural work related to the construction, modification, acquisition, or leasing of County facilities and managing the activities of facilities maintenance and custodial staff through subordinate supervisors. The incumbent is expected to exercise independent judgment and make sound recommendations based on a high level of expertise. This class is distinguished from Director of Public Works in that the latter has overall administrative and policy responsibility for all public works functions and programs.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

- Plans, manages, and oversees the daily functions, operations, and activities of the Facilities Management Division of the Public Works Department, including capital improvement projects involving County buildings, facilities maintenance, and real property services.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the department; recommends, within departmental policy, appropriate service and staffing levels for assigned division; recommends and administers policies and procedures.
- Assigns, directs, and evaluates the work of staff; plans for and provides staff training and professional development; interprets and applies County personnel and Memoranda of Understanding provisions; makes recommendations for appointments, promotions, and disciplinary actions.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of facilities maintenance operations and activities; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Director of Public Works.
- Directs and administers activities and programs for compliance with federal, state and County codes and regulations governing facilities maintenance and capital improvement projects.
- Confers with County administrative staff, department heads, and other staff to determine project requirements related to the construction, alteration, and maintenance of County buildings.
- Conducts feasibility studies and cost estimate studies of proposed buildings and structures and prepares reports and recommendations.
- Develops and establishes technical and design standards for County facilities.
- Develops long-range capital improvement plans and facilities masterplan in coordination with departments.
- Develops the County's deferred maintenance plan, confers with departments concerning building repairs and maintenance projects, and establishes project priorities.
- Prepares or coordinates the preparation of complex architectural design work, which may include developing project requirements, master plans, plan layouts, schematics, preliminary plans, complete working drawings, specifications, and/or cost estimates.
- Oversees the lease, acquisition, and disposal of real property.
- Prepares agenda items and other documents requesting Board authorization to advertise for bids; receives and evaluates bids; negotiates contracts and leases and recommends award of contracts.
- Reviews drawings and specifications prepared by consulting Architects and Engineers for conformance with prescribed federal, state and County architectural standards; reviews and approves materials, shop drawings, contract change orders, and contract progress payments.
- Monitors work in progress to assure compliance with construction documents; conducts or supervises final acceptance inspections of construction projects
- Plans, directs, and participates in the coordination of the preparation of complex architectural design work, which may include developing project requirements, master plans, plan layouts, schematics, preliminary plans, complete working drawings, specifications, and cost estimates.

- Plans, directs, and participates in the preparation of administrative and technical reports; prepares a variety of correspondence.
- Directs and participates in the preparation of a variety of studies and reports relating to facilities maintenance, real property, and facilities capital improvement needs and develops specific proposals to meet them; provides technical assistance to staff; prepares agenda items and other documents requesting Board authorization to advertise for bids; receives and evaluates bids; directs and participates in the negotiation of contracts and leases; recommends award of contracts.
- Coordinates the work of the division with that of other divisions, departments and outside agencies and individuals.
- Monitors developments related to facilities management and evaluates the impact on County operations and implements policy.
- Acts as liaison between the County and various governmental and regulatory agencies; makes presentations to the Board of Supervisors, committees, and commissions.
- Performs other related duties as assigned.

The requirements listed below are representative of the knowledge and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and practices of architectural and engineering standards, design, and construction.
- Materials, methods, and principles used in the construction and modification of institutional and office buildings.
- Structural, mechanical, and electrical systems as related to commercial buildings and public works projects.
- Applicable federal, state, and local laws, codes, and ordinances relevant to building design and construction.
- Principles and practices of contract administration and project management and evaluation.
- Principles and practices of budget development and administration including Capital Improvement Program budgets.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the facilities division.
- Prepare architectural plans and specifications for major construction and renovation projects.
- Read and interpret engineering and architectural plans and specifications.
- Negotiate and administer contracts for architectural and construction services.
- Manage construction contracts, resolve problems related to scope, criteria, regulatory requirements, technical engineering problems, time schedules, and change orders.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in civil engineering, architecture, or a related field

and

Five (5) years of increasingly responsible professional architectural experience, which included at least two years of experience with responsibility for staff and budgetary oversight and administration.

Licenses and Certifications:

- Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.
- Must possess a valid license to practice as an Architect in the State of California.

PHYSICAL DEMANDS

- Mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various County sites; primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 10 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

When assigned to field inspection:

- Mobility to work in changing site conditions; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; and to operate a motor vehicle and visit various County sites.
- Strength and stamina to perform light to medium physical work; lift, carry, push, and pull materials and objects weighing up to 25 pounds, in all cases with the use of proper equipment and/or assistance from other staff.
- Vision to inspect site conditions and work in progress.
- Fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations.

ENVIRONMENTAL CONDITIONS

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Also includes field work with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.).