

**County of Humboldt Job Specification**  
**CAPITAL PROJECTS ARCHITECT I/II**  
**Classification 0206A/B**  
**FLSA: Exempt**



**DEFINITION**

Under direct and general supervision, performs professional architectural work and manages capital projects of varying sizes across a broad range of County project types. Inspects and prioritizes needed construction, modifications, and building repairs; coordinates projects with departments; prepares project plans, specifications and requests for proposals. Responsible for consultant coordination, project budgeting, code compliance review, and contract administration; oversees the construction of projects and assures contractor compliance, performs related work as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direct (Capital Projects Architect I) or general (Capital Projects Architect II) direction from assigned supervisory or management personnel. Exercises no direct supervision over staff

**CLASS CHARACTERISTICS**

*Capital Projects Architect I:* This is the first licensed professional level in the series. Initially under close supervision, incumbents perform professional duties in support of Public Works construction projects. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised at project-specific progress milestones and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

*Capital Projects Architect II:* This is the journey-level classification in the Capital Projects Architect series. Positions at this level are distinguished from the Capital Projects Architect I by the performance of the full range of duties as assigned, working independently, taking on larger and more complex projects and assignments, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the County Architect in that the latter has overall division-level administrative responsibility for the management of Countywide architectural, capital planning, facility maintenance and real property functions.

**EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

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

- Prepares and participates in the preparation of architectural design work for County facilities including developing project program requirements, master planning, sketch and preliminary plans, complete working drawings, specifications and cost estimates
- Directs and coordinates all phases of major capital projects.
- Prepares and administers consultant contracts.
- Conducts design and constructability reviews of architectural documents.
- Coordinates with regulatory agencies, contractors, and user departments.
- Monitors project schedules and budgets.
- Provides technical guidance to unlicensed staff.
- Participates in assessments and prioritization of construction, rehabilitation and remodeling projects under consideration.
- Coordinates development of requests for bids; conducts pre-bid conferences, participates in vendor selections.
- Coordinates construction projects, prepares change orders, monitors project compliance and schedule.
- Coordinates development of request for proposals for space acquisition including lease and alterations needed to meet the needs of requesting departments.
- Maintains project records including progress reports, financial reports, and timelines.
- Evaluates space needs, prepares recommendations, monitors property acquisitions and needed modifications to space.
- Reviews drawings, specifications and other deliverables prepared by others for compliance with federal, state and County standards, laws, and regulations.
- Serves as point of contact regarding construction and space needs for County departments.
- Prepares detailed progress reports and agenda items to present to the Board of Supervisors and others.
- Represents the County at meetings with state and local officials and/or others regarding County building projects.
- 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:**

- Principles and practices of architecture and construction project management including facility planning, design, construction, remodeling and rehabilitation.
- Principles and practices of public agency contract negotiation, administration, project management and evaluation.

- Applicable federal state and local laws, regulations, standards and policies of design and construction such as building codes, Federal ADA and State accessibility code requirements, and zoning codes.
- Structural, mechanical and electrical systems as related to institutional, commercial and office buildings.
- Principles and methods of cost estimating and evaluating appropriate building materials for projects.
- Principles of budgetary administration and control.
- Business information systems principles including design and related Computer Aided Design (CAD) & Building Information Modeling (BIM) software applications.
- Project scheduling, budgeting, and reporting methods.
- 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:**

- Prepare architectural plans and specifications using Computer Aided Design (CAD) and office software for construction and renovation projects.
- Read and interpret engineering and architectural plans and specifications.
- Manage, organize and coordinate the various components of projects.
- Direct and maintain multiple projects simultaneously consisting of a variety of contractual activity in multiple areas.
- Prepare construction materials and labor estimates for projects.
- Prepare comprehensive technical reports and specifications, and related business correspondence.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Investigate issues with existing buildings in conjunction with Facilities staff and determine probable causes of, and solutions for damaged, leaking or failing construction assemblies and systems.
- 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 manage and maintain multiple projects of varying sizes simultaneously consisting of a variety of contractual activity in multiple areas.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural 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 with major coursework in engineering, architecture, project management, or a related field

**and**

Capital Projects Architect I: Three (3) years of increasingly responsible experience as a professional architect, at least two of which have been on major building construction projects for a public agency and included project supervision.

Capital Projects Architect II: Two (2) years of experience performing increasingly responsible architectural work at a level equivalent to the County's classification of Capital Projects Architect I.

**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 Engineer or 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.
- Also mobility to work in the field; to sit, stand, and walk on level, uneven, or slippery surfaces; occasionally reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders; ability to lift, carry, push, and pull materials and objects averaging a weight of 10 pounds.
- 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.

**ENVIRONMENTAL CONDITIONS**

- Employees work primarily in an office environment with moderate noise levels, and controlled temperature conditions.
- Also includes field work with exposure to loud noises, cold and hot temperatures, inclement weather conditions, 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.).