

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	District Architect	<b>REPORTS TO:</b>	Director, Project Management
<b>DEPARTMENT:</b>	Facilities Planning and Construction	<b>CLASSIFICATION:</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	030
<b>REVISED:</b>	June 10, 2014		AASD

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**BASIC FUNCTION:**

Serve as the chief architectural officer of the district in the planning, design and monitoring of school construction and related facilities; recommend approval of preliminary plans, completed working drawings and specifications; work with commissioned architects in the design and construction of new facilities to assure compliance with district requirements and economy.

**REPRESENTATIVE DUTIES:**

Develop, recommend, and execute plans for provision of economical school facilities commensurate with legal and educational requirements; prepare district design guides, guide specifications and standard drawings. *E*

Work with commissioned architects in the design and construction of new facilities to assure compliance with state, local and district educational facility requirements. *E*

Supervise the technical review of plans and specifications prepared by architects; confer with engineers on proposed mechanical and electrical plans and specifications to determine adequacy; monitor the construction of district contract projects. *E*

Recommend approval of preliminary plans, completed working drawings and specifications; review construction cost estimates. *E*

Oversee site master planning and design task force exercises. *E*

Establish schedules for preparation and review of architects' plans and construction schedules. *E*

Oversee bidding and construction schedules, prepare and issue contract documents and addendums, and serve as a consultant during the construction period. *E*

Investigate and evaluate new and more economical materials, techniques and methods for providing adequate educational facilities. *E*

Develop and prepare the annual preliminary budget for the Architectural Unit; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. *E*

Participate in professional organization committees instrumental in preparing codes and regulations pertaining to school construction and energy related committees. *E*

Supervise staff in preparing, maintaining and updating records, files, drawings and descriptive materials of all school facilities, permanent and portable buildings and sites throughout the district. *E*

Serve as the district liaison to the State and local building regulatory agencies. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in architecture or a related field and six years of progressively responsible architectural experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Professional Architect's license as issued by the California State Board of Architectural Examiners.  
Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Organizational development principles and practices.  
Construction management methods.  
Architectural methods and techniques.  
Civil, electrical, mechanical, structural, and landscape engineering principles and practices pertinent to schools and related buildings.  
Modern building construction methods and materials and of the preparation of cost estimates and specifications.  
Site planning.  
Oral and written communication skills.  
Research methods and report writing techniques.  
Interpersonal skills using tact, patience and courtesy.  
Budget preparation and control.  
Principles and practices of administration, supervision and training.  
Applicable laws, codes, regulations, policies and procedures.  
Operation of a computer and assigned software.

**ABILITY TO:**

Provide leadership and direction in assigned functions.  
Coordinate major construction projects.  
Maintain current knowledge of technological advances in the field.  
Analyze situations accurately and adopt an effective course of action.  
Train and evaluate the performance of assigned staff.  
Maintain current knowledge of applicable provisions of applicable federal, state and district laws, rules and regulations.  
Communicate effectively both orally and in writing.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Work independently with little direction.  
Plan and organize work.  
Prepare comprehensive narrative and statistical reports.  
Direct the maintenance of a variety of reports and files related to assigned activities.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and construction site environment; driving a vehicle to conduct work.

**PHYSICAL ABILITIES:**

Climbing on ladders and scaffolding to inspect work; walking, bending, stooping and reaching to inspect projects; seeing to inspect work; speaking to exchange information.

**HAZARDS:**

Reviewing projects during demolition; working at heights.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports.

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