

**City of San José**  
**CLASS SPECIFICATION**

**TITLE: Architect/Landscape Architect I (3841)**

<b>CLASS CODE:</b> 3841		
<b>DEPARTMENT:</b> Varies	<b>ACCOUNTABLE TO:</b>	<b>FLSA STATUS:</b> Exempt

**CLASS SUMMARY:**

Under immediate supervision, performs entry level professional architectural work in municipal public works construction or maintenance projects. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS:**

This is the entry level class in a four-class series. It is flexibly staffed with the next higher class of Architect II. Incumbents of this class are under the immediate supervision of an associate or senior level professional and will initially spend much of the time in a training capacity, progressing to technical computation and design of relatively routine projects. Assignments are normally received from higher level professionals who lay out work and give instructions on work details. Incumbents in this class are not responsible for independent decisions regarding design principals. This class differs from the next higher level class of Architect/Landscape Architect II in that incumbents of the latter class perform a variety of professional level architectural work of moderate difficulty under general supervision. This classification differs from Structure/Landscape Designer I classification in that this is a terminal classification used for current employees who possess a Certificate of Registration issued by the State of California, whereas the former classification does not require a Certificate of Registration. Additionally, new hires may not be hired into this classification.

**QUALIFICATIONS**

**Education and Experience**

Graduation from an accredited college or university with a Bachelor's Degree in Architecture or Landscape Architecture.

Acceptance by the State of California for professional registration testing may be substituted for the degree requirement. Proof of acceptance must be provided at the time of application.

**Licensing Requirements**

Possession of a valid certificate as a licensed Architect or Landscape Architect issued by the State of California  
Possession of a valid California driver's license may be required.

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**Minimum Knowledge, Skills and Abilities (position requirements at entry and depending on area of assignment):**

- Knowledge of and ability to perform varied drafting assignments.
- Knowledge of supervision principles and practices.
- Knowledge of research methodology.
- Knowledge of the principles and practices of the required discipline.
- Knowledge of engineering methods and techniques as applied to the construction and maintenance of public works.
- Ability to write clear and concise reports.
- Ability to perform analyses for code compliance
- Knowledge of legal contractual terminology and ability to analyze and review legal documents.
- Ability to prepare accurate estimates, designs, plans and specifications.
- Ability to supervise technician staff.
- Ability to conduct entry level research work.
- Ability to perform design and analysis of municipal facilities.
- Ability to coordinate project management and to administer consultant contracts.
- Knowledge of current principles and practices as they relate to design, site development and maintenance including grading, drainage, pedestrian and vehicular circulation, irrigation, planting, lighting and recreation facilities.
- Ability to prepare master and detailed plans, construction specifications and cost estimates, sketches and color renderings.
- Ability to research professional topics and prepare technical reports, memoranda and other project related correspondence.
- Ability to establish and maintain effective working relationships with others.

<b>DUTY NO.</b>	<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> Duties may include, but are not limited to, the following:	<b>FRE-QUENCY</b>
1.	Participates in planning the work and supervising sub-professional workers in making field investigations and surveys for routine project developments.	
2.	Computes and analyzes field data for construction crews.	
3.	Prepares designs, plans, estimates, and performs preliminary work on specifications. Supervises routine construction inspection.	
4.	Prepares research reports.	
5.	Performs design and analysis of municipal facilities.	

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6.	Coordinates project management by overseeing, controlling, and guiding construction of projects.
7.	Assembles plans and specifications, prepares bidding documents, solicits bids, awards contracts, administers the contract, interprets plans and specifications, resolves field problems, gives final inspection and follows through with acceptance of project.
8.	Performs drafting as required to provide building plans and details.
9.	Administers consultant agreements.
10.	Issues and reviews legal documents such as construction agreements, bonds, insurances, and fees.
11.	Collaborates with private consultants on matters which affect the design and construction of municipal facilities.
12.	Analyzes new developments in systems and equipment.
13.	Designs projects to comply with all applicable codes and regulations.
14.	Develops schematic and preliminary design concepts.
15.	Provides support in the preparation of sketches, drawings, construction documents, specifications and reports necessary for a contractor to bid on and accurately build a variety of municipal improvements.
16.	Provides support in coordinating a full range of project management activities necessary to take a project from project definition through design, public bidding, construction and to completion of the project
17.	Provides support in coordinating municipal improvement projects with other departments, flood control districts and other agencies, community groups and individuals.

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18.	Provides support with research, investigations and analysis and assists in preparing written project related reports and documents.	
19.	Provides limited support in coordinating project related consultant design activities.	
20.	Licensed professionals may be responsible for signing off and approving construction plans and drawings	
21.	Performs other duties of a similar nature or level.	As Required

**PHYSICAL REQUIREMENTS**

	Climbing		Kneeling		Crawling
	Balancing		Lifting	X	Reaching
	Stooping	X	Fingering	X	Standing
X	Talking		Grasping	X	Walking
X	Hearing		Feeling		Pushing
	Crouching				

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**CLASSIFICATION HISTORY**

Revised 01/03

Formerly Architect I & Landscape Architect I  
3841(s001)