

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

**TITLE: Senior Architect/Senior Landscape Architect (3844)**

<b>CLASS CODE: 3844</b>		
<b>DEPARTMENT:</b> Varies	<b>ACCOUNTABLE TO:</b>	<b>FLSA STATUS:</b> Exempt

**CLASS SUMMARY:** Under general direction, performs work of considerable difficulty in supervising and participating in professional architectural engineering work relative to major municipal projects. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS:**

This is the highest level class in a four-level professional series, and is the final full supervising level. Incumbents perform a variety of professional architectural work of considerable difficulty, and supervise lower level professional and/or technical staff in the investigation, development, design, construction, and maintenance of municipal projects under general direction of a Division Manager. Incumbents of this class normally serve as head of a section of a division.

**QUALIFICATIONS**

**Education and Experience:**

Graduation from an accredited college or university with a Bachelor's Degree in the desired discipline and five (5) years of professional architectural experience.

**Licensing Requirements:**

Possession of a valid certificate as a licensed Architect or Landscape Architect issued by the California State Board of Architectural Examiners.

Possession of a valid State of California driver's license.

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

- Knowledge of the principles and practices of the desired discipline and modern methods and techniques in planning and designing municipal projects.
- Knowledge of structural, mechanical, electrical, acoustical, soils engineering.
- Knowledge of construction methods and materials.
- Knowledge specification writing and estimating.
- Knowledge of the principles and practices of supervision.
- Knowledge of common descriptions of real property.
- Knowledge of all applicable codes and ordinances governing design and construction of municipal projects.

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- Ability to maintain effective relationships with employees, community groups, Council, Mayor, City administration, consultants, contractors, and other stakeholders.
- Ability to prepare master and detailed plans, profiles, sketches and color renderings.
- Ability to perform difficult research and prepare complex technical reports.
- Ability to communicate effectively both orally and in writing.
- Ability to design municipal projects and prepare neat and accurate plans and specifications.
- Ability to manage and direct a staff of professionals and subprofessionals.
- Ability to provide leadership to a work group.

<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.	Reviews, coordinates and critiques contract designs, plans and specifications pertaining to major City facilities.	
2.	Provides expertise to other City departments in the planning and design of new facilities and in the remodeling and renovation of existing facilities and advises on methods to be utilized to achieve results and establish budgets for projects.	
3.	Plans, assigns, directs and evaluates the work of professional and subprofessional employees in major projects.	
4.	Evaluates projects in order to determine feasibility of utilizing a consultant or designing the project within the department.	
5.	Advises and selects consultants and negotiates with consultants on fees as assigned.	
6.	Consults with architects, landscape architects, engineers, contractors, other City departments and community groups, City Council, Mayor, and City administration in conjunction with the design and construction of municipal projects.	

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7.	Inspects or directs the inspection of municipal projects under construction.	
8.	Does complex research and prepares technical reports.	
9.	May authorize payments to consultants and contractors.	
10.	Manages Capital Improvement program as it pertains to municipal projects, budget management, cost estimating, personnel supervision, consultant contract administration, project payment approval and project scheduling.	
11.	Coordinates inter- and intra- agency partnering, including school districts, utility districts, Redevelopment Agency, other City departments, citizen groups and CAL-Trans on the Capital Improvement program.	
12.	Participates on and attends various task forces and committees.	
13.	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**

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(01/03)

Formerly Senior Architect & Senior Landscape Architect

3844s000