



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## PRINCIPAL ARCHITECT (Technical Specialist)

<b>Group-Section:</b> Engineering Services Group – Engineering Services Section	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> MAPA	<b>Salary Grade:</b> 064 <b>Job #:</b> Y16
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### JOB SUMMARY

Provides the highest level of technical expertise in the field of architecture; responsible for the most complex architectural design assignments for Metropolitan; and provides final approval of work within their technical expertise or functional specialty.

Principal architects are responsible for the preparation of design documents for complex construction projects. The work includes the development and preparation of program requirements, schematic designs, preliminary design documents, and final design working drawings and specifications. Responsibilities also include providing post-design support and observance of construction activities.

### OVERSIGHT

**Supervision Received:** Receives direction from the Team, Unit, Section, or Group Manager.

**Supervision Given:** May exercise technical and functional direction over assigned staff.

### JOB DUTIES

1. Provides the highest level of technical expertise, review and approval of the architectural design work within the Engineering Services Section; reviews work within area of responsibility for effectiveness, design, constructability, thoroughness, and adherence to technical standards, codes, and Metropolitan and architectural standards and procedures.
2. Maintains and improves standards such as design and specifications; works closely with Team and Unit managers in developing and revising standards.
3. Acts as a project manager within area of responsibility; acts as a lead on studies or activities; coordinates assignments with other parts of the organization; makes recommendations regarding project methodology by assisting in developing project scope, criteria, and staff assignments; establishes project schedules and budgets; monitors project progress; attends construction contractor and consultant meetings to resolve problems.
4. Manages and directs the construction phase of large, multi-project capital investment and infrastructure refurbishment construction projects and programs; responsibilities include establishing project and program goals, drafting scopes of work, reviewing and negotiating consulting agreements, managing project teams including inspection and testing, and mitigating potential construction delays or cost overruns.
5. Directs and provides technical guidance to senior and resident architects. Responsible for technical direction and audits the effectiveness of individual project construction contract administration and quality assurance programs.

6. Assists Technical Control Team Manager with quality assurance/quality control activities, including checking, serving on specifications Change Control Board, and resolving technical issues; provides leadership and technical guidance within area of expertise.
7. Coaches, trains, and mentors employees on technical issues.
8. Performs feasibility and conceptual studies, detailed studies and evaluations, assessments and/or designs within discipline area; provides technical input on project planning, design, studies, evaluations, and other documents.
9. Provides member agency support; provides architectural assistance to engineering project staff, resident engineers, and staff from other groups and outside agencies; participates in technical steering committees and special planning studies.
10. Manages professional services and consultants; prepares scope of work in requests for proposal; evaluates and selects consultants for professional services; prepares and negotiates agreement with consultants; administers and tracks consultant performance; audits work for compliance and approves contracted work.
11. Provides architectural guidance and directions to evaluate and incorporate green building design features and sustainability practices into Metropolitan's design and construction projects.
12. Performs other related duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Bachelor's degree in architecture from an accredited college or university and ten years of increasingly responsible experience in the field of architecture, of which two years must have been at the Senior Architect level.

**Required Knowledge of:** Principles of architectural design and standards of practice within the field of architecture; green building design and sustainability practices; construction management; project management; construction techniques; budgetary concepts and procedures; administrative practices; federal, state, and local laws related to design and construction; value engineering; and Metropolitan facilities.

**Required Skills and Abilities to:** Resolve the most complex architectural problems; prepare building program requirements and design criteria; develop preliminary design documents; prepare final design documents including working drawings and specifications; evaluate and develop requirements for green building design and sustainability practices; plan and organize the work of a project team; encourage and facilitate cooperation; train and mentor staff; exercise considerable judgment and discretion; effectively communicate orally and in writing on complex administrative and technical topics; use business, project management, and engineering applications; determine training needs of staff; and resolve issues in a positive and proactive manner.

Job Title: Principal Architect (Technical Specialist)

Job Code: Y16

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Supersedes:

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## **CERTIFICATES, LICENSES AND REGISTRATIONS REQUIREMENTS**

### **Certificates**

- Certification by the National Council of Architectural Registration Board (NCARB)

### **Licenses**

- Valid California Class C Driver License that allows you to drive in the course of your employment

### **Registrations**

- Registration as a Licensed Architect in California

## **DESIRABLE QUALIFICATIONS**

- Certification by the Green Building Certification Institute as a Leadership in Energy & Environmental Design Accredited Professional

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job functions.

**Physical Demands:** Light. While performing duties as a construction manager or resident in charge of construction, the employee regularly stands, walks, sits, and uses hands for simple grasping or manipulation of office equipment and field equipment. The employee occasionally walks, reaches above the shoulders, and bends to accomplish routine office activities and occasionally climbs, balances, stoops, kneels, bends, twists, pushes or pulls during field inspections, and lifts and/or moves up to 20 pounds of equipment. Close and distant vision is required.

**Work Environment:** Primarily an indoor work environment typical of an office setting. The work environment may include some exposure to outside elements on construction sites working out of a construction field office, and active construction projects where exposure to heat, cold, noise, and dust are common. May travel to various sites requiring overnight stay. Some exposure to heights or confined spaces may be required. May require overnight travel.