

**ARCHITECT
(CLASS CODE 7925)**

TASK LIST - 2021

Architectural Work

1. *Reads and interprets Los Angeles Municipal Code (LAMC), Standard Specifications Public Works Construction (SSPWC), American Disability Acts (ADA) codes, fire codes, zoning codes, department of housing codes, Los Angeles building and safety codes, CAL OSHA, Title 21, and Title 24 in order to apply them to a specific project and sites.
2. Develops Project Design Program, plans work to be performed, coordinates work schedules, prepares a project schedule and a cost estimate, such as for material cost, labor cost and estimated cost per square foot, deadlines, materials, and processes to be used and estimates and reviews schedules and budgets using department records, standard estimating references, and computer-generated estimating techniques, final working drawings, and specifications in order to develop a project budget, determine total project cost, refine estimates of amount of time and money the City should budget for completion of project, and spread manpower requirements evenly over the duration of a project.
3. Makes hiring and contracting recommendations and/or decisions and assigns work by a written Notice to Proceed, or verbally, to architectural and/or engineering consultant firms, and architectural staff on the basis of qualifications, such as meeting the selection criteria, experience in type of work desired, similar completed work, and ability to deliver design within the approved budget in order to ensure the most appropriate persons work on the project.
4. *Coordinates the planning and implementation of construction project activities, such as schedules, cost, and physical construction work with City architectural and engineering personnel, and with outside personnel, such as architectural firms and contractors, by keeping track of work progress by telephone, writings, such as email, reports, or letters, or by inspection for conformance with schedule and request in order to ensure that project will be completed as requested and on-time.
5. Evaluates performance of contracted architectural firms, contractors, and architectural staff by completing a Consultant Evaluation Form for design consultants and a Contractor Evaluation Form for general contractors, on the basis of adherence to plans, work schedules, and finished product in order to provide feedback to architectural staff on how to improve work performance and to keep a record of contracted architectural firms' and contractors' performance for future contracting decisions.

6. Displays sensitivity to local architectural history in order to develop architectural designs within the context of the community.
7. Reads request then speaks with requesting department during a scheduled in person meeting to identify and clarify architectural needs, such as square footage and proposed use of rooms, then determines design criteria, such as length of expected life, suitability of materials and their use, applicable code requirements, and arrangement of the functional relationships between the elements of building for proposed construction project in order to write a Project Design Program based on design criteria, client needs, and conformity to architectural drawings and specifications.
8. Visually inspects, or photographs by using digital camera or cell phone camera, and takes notes of proposed project site to record and assess conditions, such as neighboring structures, type of community, and traffic conditions in order to design the project and to know what information needs to be obtained from surveyors and soil engineers.
9. Reads surveyors and soil engineers reports, Department Building Standards, and Los Angeles Building Code Book for zoning and requirements, such as handicap provisions and driveways, and existing city records of project site, such as street sewer layout, utility records indicating records, such as water, power, and telephone, and easements in order to determine material, building, and installation requirements necessary to meet project needs indicated in the Project Design Program and to ensure that project designs conform with Los Angeles Building Code.
10. Organizes manual and computer databases for building elements, standard details, designs, building costs, materials, and methods in order to maintain and make available an up-to-date library of architectural data for the use of the architectural staff.
11. Inspects preliminary sketches, working drawings, revisions, computations, such as area calculations in square feet, floor plans and elevations, and specifications while in progress and when finished in order to ensure conformance with proposal, other design work pertaining to the same project, adherence to work schedules, and conformance to Los Angeles Building Code.
12. *Inspects, alone or with help from inspectors, in progress and completed construction for conformance with final working drawings, specifications, Los Angeles Building Code, and construction documents, including assessing work for potential issues that could delay completion and/or add cost to the project in order to ensure project conforms to appropriate standards, including pertinent safety standards, schedule, and budget.

13. Serves as construction manager by planning and scheduling weekly construction meetings with contractors, organizing construction records to ensure availability at all times, directing by using written documentation and construction forms, such as Request for Information (RFI) and Change Order forms, and controlling city construction forces and subcontractors in construction projects in order to provide technical and project management expertise more directly than would be possible using a general contractor.

Communication

14. Communicates technical information orally in technical terms and lay terms with architectural staff, engineers, and contractors on a one-to-one basis, small groups, or in public hearings in order to obtain architectural information and explain procedures and methods of performing tasks.
15. Communicates non-technical information orally on a one-to-one basis or with small groups in public hearings in order to effectively supervise project and personnel.
16. Writes technical memos, letters, and reports to architectural staff, engineers, and contractors, and writes in lay terms to Department management and client departments in order to obtain architectural information, such as requesting a soils report and to explain procedures and methods of performing tasks.
17. Communicates in writing for the purposes of persuading others to adopt a specific opinion or course of action, such as creating a board report to request authority to award a contract to a consultant in order to ensure all are in agreement and the project can move forward.
18. Writes narrative material, such as letters, memos, and reports on matters, such as budget recommendations, progress reports indicating project status, schedule, and cost information, description of proposed projects, and work that is behind schedule to contractors, other City departments, architectural firms, bonding company, and/or appropriate Board in order to coordinate work of those involved in project and to have contractors expedite work.
19. Presents an oral presentation of an assigned project at community meetings in order to provide information, such as the project scope and design, and to meet the request of the City Council and/or Mayor.
20. Speaks with and writes to utility companies, such as LADWP, LA Sanitation, and City departments involved in mechanical engineering, electrical design and equipment, street and sewer design, soil mechanics, and landscape architecture, in order to obtain information about material, building, and installation requirements necessary to meet project needs.

Supervision

21. Supervises a group of employees, assuring priority assignments are handled first by adhering to project delivery priority list established at beginning of fiscal year; considers assignments in terms of content, difficulty, safety, and timeframe as well as employee workload, capabilities, and developmental needs; and assigns responsibility and explains assignments in order to ensure workload is appropriately distributed among staff and that they are prepared to complete it as directed.
22. Schedules employee time at work; approves/disapproves employee requests for time off; and verifies that timesheets properly account for employee work time in order to assure necessary levels of staffing, timely completion of work, and appropriate documentation.
23. Observes employee performance, reviews work of employees, and monitors job progress in order to ensure safe and timely completion of work and that its quantity and quality are consistent with standards; makes adjustments as needed to work in progress.
24. Documents incidents of noteworthy good or poor job performance; evaluates employees in areas relevant to the job; documents employee evaluations; counsels employees, such as Architectural Associates or Drafting Technicians, through formal evaluation, such as scheduled Employee Performance Appraisals, or informal evaluations, such as completed work that's submitted to be reviewed, and regarding performance factors, such as quality and quantity of architectural work, punctuality, attendance, and interpersonal relations; and provides verbal and/or written praise and/or constructive criticism in order to provide recognition of good/poor performance and to coach them for effective performance of future assignments.
25. Conveys information to employees orally or in writing, including information from management, such as policy changes or department objectives, interpretations of City policies or MOU's, updated safety information, and training and promotional opportunities; listens to employee suggestions and concerns and follows-up as appropriate; discusses and coordinates activities of unit with other supervisors and/or other staff; and documents and informs management of completed work activities, deviations from planned work, concerns, ideas, and suggestions in order to ensure everyone is provided relevant information.
26. Writes job descriptions and/or develops performance standards for quantity of work, such as number of studies completed, reports written, complaints received, and/or items inspected, and/or quality of work, such as work products produced and/or repairs made in order to inform employees of job expectations.

27. Interviews job candidates; applies the principles of Equal Employment Opportunity; listens to employee grievances and disputes to identify a fair solution based on facts; counsels employees regarding problems, such as rule infractions or inappropriate conduct, or safety violations; and/or disciplines employees following departmental progressive disciplinary procedures including counseling, documenting steps taken, issuing "Notices to Correct Deficiencies," and recommending to Management Employee Services that formal disciplinary procedures be initiated in order to perform personnel policy functions and maintain high standards for work of employees.

28. Orients new employees by explaining job requirements and providing written materials, such as safety and performance standards, personnel rules, policies, and procedures, and trains employees by explaining and demonstrating work procedures and then observing employee performance; and/or provides safety and other specialized training to staff and/or other employees; facilitates employees' work by ensuring necessary resources (e.g., tools, equipment, testing materials, manuals, work area, computers, and software) are available in order to ensure employees are properly trained and provided relevant equipment and information.

*Reviewed and revised by Special Examining Assistants (SEAs) on June 17, 2021