

Architect

University of California, Los Angeles
March, 1973

Class Specifications - E.10

Principal Architect - 6952

Senior Architect - 6953

Associate Architect - 6954

SERIES CONCEPT

Architects conduct and coordinate the planning, funding, design, construction, and alteration of buildings and facilities; and perform other related duties as required.

Incumbents typically are assigned responsibility for coordination of building projects involving large permanent buildings, for both new construction and major alterations; provide professional architectural information and advice to committees of current or prospective occupants who recommend or determine building needs and priorities; prepare and/or review pre-grant and post-grant documentation for federally-financed projects to determine compliance with University and federal funding and architectural requirements; act as liaison officers and coordinators in relationships between the Executive Architect appointed by the University and building committees and staff members; review and recommend action on design development and construction documents to insure compliance with the specified programs and the policies of the University; supervise the preparation of bidding documents and project budgets; supervise the design and/or detailing of furnishings and equipment for projects; coordinate the services of commissioned architects and engineers, contractors, and inspectors in the solution of problems arising during construction, prepare and recommend action on change orders during and after construction for architectural, structural, mechanical, and civil engineering coordination, and for financial authorization; participate in on-site inspections before final acceptance by the University of the project under construction; and assemble and evaluate information and prepare reports with respect to new and revised concepts of building design, utilization, funding, and construction, for possible University application.

CLASS CONCEPTS

Principal Architect

Under general direction, incumbents assist a campus or University-wide administrator in planning, organizing, and supervising the work of professional and administrative staffs engaged in physical planning and construction; represent the officer to whom they are responsible at meetings and conferences involving campus, University, state and federal levels of authority, in matters related to architectural and architecturally-dependent financial requirements; and carry major responsibility for University building programs in relationships with Executive Architects and University committees and staff members, as a principal assistant to the administrative officer in charge. At this level on a campus, the Principal Architect is responsible not only for the architectural section, but also for directing and/or coordinating the activities of other professional sections.

Examples of assignments allocated to this level of difficulty and responsibility are:

Principal assistant to the Campus Architect in charge of physical planning and construction for a large and complex building program for a campus,

Principal assistant to the University Architect or University Engineer in the architectural programs assigned to these officers, reviewing campus building programs, projects, and presentations, and representing University and campus needs at state and federal levels of review and authorization.

Senior Architect

Under direction, incumbents assist a campus or University-wide administrator in planning, organizing, and supervising the work of professional and administrative staffs engaged in physical planning and construction; represent the officer to whom they are responsible at meetings and conferences involving campus, University, state, and federal levels of authority in matters related to architectural and architecturally-dependent financial requirements; and carry major responsibility for University building programs in relationships with Executive Architects and University committees and staff members, as a senior assistant to the administrative officer in charge.

Examples of assignments allocated to this level of difficulty and responsibility are:

Senior assistant to the Campus Architect in charge of physical planning and construction for an average size building program for a campus with 15 to 25 professional employees engaged in physical planning and construction activities.

Supervisor of architectural staff for a major phase of one of the larger physical planning and construction programs organized on the basis of a functional specialization such as medical programs.

Senior assistant to the University Architect or University Engineer in the architectural programs assigned to these officers, reviewing campus building programs, projects, and presentations, and providing staff advice to these officers and/or their principal assistants.

Senior architectural assistant in an inter-University research project, responsible for the system of collection, classification, evaluation, storage, and retrieval of technical information related to new and revised concepts of building design, utilization, financing, and construction, for possible University application.

Associate Architect

Under direction, incumbents perform all or many of the duties indicated for the series under the Series Concept. This is the full professional level, at which incumbents are expected to operate rather independently in all or most phases of major building projects. Supervision over such positions is usually exercised by a Senior or Principal Architect.

Examples of assignments allocated to this level of difficulty and responsibility are:

Project architect for a major building project, either new construction or major alterations, with responsibility for architectural liaison and coordination through all or most phases of the project, from inception to completion.

Architectural specialist, at either the campus or University-wide level, concentrating in some particular aspect of the architectural program where the volume of work requires such specialization, such as

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preparation and/or review of pre-grant and post-grant documentation for federally-financed projects and architectural liaison with granting agencies.

MINIMUM QUALIFICATIONS

Principal Architect

Graduation from college with major work in architecture and six years of experience in architectural work, including four years of experience in architectural planning and designing of major structures; or an equivalent combination of education and experience. Architectural license required.

Senior Architect

Graduation from college with major work in architecture and five years of experience in architectural work, including three years of responsible planning and designing of major structures; or an equivalent combination of education and experience. Architectural license required.

Associate Architect

Graduation from college with major work in architecture and four years of experience in architectural work, including two years of responsible planning and designing of major buildings; or an equivalent combination of education and experience. Architectural license required.