

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Architectural Designer - II

**Unit:** Supervisory and Professional

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**Job Code:** D1194  
**Original Date:** 07/1989  
**Last Revision:** 03/2017  
**Staff Type:** Classified  
**FLSA status:** Exempt  
**Salary Range:** 10

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### **DEFINITION**

Under the general supervision of the District Architect, design and prepare architectural and civil engineering plans and specifications; direct other architectural designer personnel in preparing specifications and drawing for new construction or renovation of district facilities.

### **DISTINGUISHING CHARACTERISTICS**

The Architectural Designer II is a working supervisor and lead person position which is responsible for the more complex and difficult assignments requiring considerable knowledge of architecture and civil engineering.

### **EXAMPLE OF DUTIES**

1. Certify final completion of projects and contracted services; ensure compliance with time and budget constraints; sign completion documents to release funds.
2. Assist district personnel in planning projects; prepare conceptual, schematic, and working drawings; conduct site review of facilities; prepare cost estimates for district capital outlay projects.
3. Act as general contractor on small to medium size projects to coordinate project workflow; review contract architect and engineer plans and specifications to verify compliance with federal and state laws and district regulations.
4. Research laws and codes in conjunction with projects; establish construction schedules; establish and coordinate work sequence; supervise and inspect construction of district capital outlay projects.
5. Plan project layout and integrate with outside consultants on structural, mechanical, electrical, and other elements.
6. Provide work direction and guidance to architectural staff.
7. Initiate work assignments for assigned staff, review architectural plans and specifications prepared by staff or by contract architects and engineers to verify compliance with federal and State laws, district requirements, and budget restraints.
8. Supervise the preparation of plans and develop plans for new construction and remodel projects; develop architectural designs.
9. Maintain district archives and update records, drawings and specifications.
10. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

**Knowledge:**

Applicable engineering, building, sanitation, and safety codes.  
Applicable sections of the California Education Code.

Architectural and civil, mechanical, and electrical engineering nomenclature, symbols, customs, and practices.  
Architectural principles, practices, and applicable engineering disciplines.  
District organization, operations, policies and objectives.  
Drafting techniques and equipment, including AutoCAD and Revit.  
Health and safety regulations.  
Oral and written communications skills.  
Technical aspects of field of specialty.

Skills and Abilities:

Communicate effectively both orally and in writing.  
Establish and maintain effective working relationships with others.  
Maintain accurate records.  
Make arithmetic calculations.  
Meet schedules and time lines.  
Operate computers and business-related software, including word processing, spreadsheets, and databases.  
Prepare and present reports.  
Prepare specifications and drawings using AutoCAD and Revit.  
Train, supervise, and evaluate assigned personnel.  
Understand and follow oral and written directions.

Training and Experience:

Any combination of training and experience equivalent to: Bachelor's Degree in architecture, civil engineering, or related field and three years of architectural or civil engineering experience at the level of an Architectural Designer I.

License:

Valid California driver's license.

**WORKING CONDITIONS**

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office or workroom.