

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE Senior Architect	OFFICE/BRANCH/SECTION DES /SD/Transportation Architecture	
WORKING TITLE Bridge Architectural & Aesthetics Branch Chief	POSITION NUMBER 559-240-3961-xxx	EFFECTIVE DATE 09/05/13

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

Under the direction and general supervision of the Office Chief, the Senior Architect directs, plans, and coordinates the work of the Bridge Architectural & Aesthetics Branch, which provides support to the Bridge Design Offices and the Districts. The Bridge Architectural & Aesthetics Branch has responsibility for the development of aesthetic recommendations, plans, specifications, photograph simulations, and models for bridges, walls and other highway and transportation facilities for the Structure Design Office.

TYPICAL DUTIES:

Percentage		Job Description
40%	E	Essential (E)/Marginal (M) ¹ Assigns, schedules, and monitors progress of all work within the Branch. Reviews, and is responsible for the quality of all project related products delivered by the Branch. This includes the development of recommendations for aesthetic treatment using perspective drawings, elevations, renderings, photographic and computer imaging and scale models of highway and transportation facilities. Plans and coordinates the work of the Branch with other design disciplines. Establishes quality of work standards and provides performance reviews.
20%	E	Reviews and approves staff work, project studies and project delivery deliverables at each milestone. Responsible for establishing the aesthetics of the structures under design.
10%	E	Reviews Project Initiation Documents, conceptual designs, project scope, or performs design. Attends Types Selections meetings.
10%	E	Acts as a consultant to bridge designers in aesthetic matters relating to bridges, sound walls and other structure related projects.
10%	E	Writes, reviews, or prepares reports and correspondence. Performs oral presentations of project recommendations to Caltrans staff, local agencies, and the public.
05%	E	Acts as consultant to the Districts and other Headquarters units regarding structure aesthetic matters.
05%	M	Coordinates training and skills development for the branch staff.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Directly supervises the work of Bridge Architectural Associates, Bridge Architectural Assistants, and Bridge Architectural Trainees. This supervision includes disciplining, maintaining quality and quantity of work, monitoring attendance, training, and other supervisory functions.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must hold a valid California license as an Architect. Must have education equivalent to graduation from college with a major work in architecture or architectural engineering. Must have knowledge of architecture, architectural practice,

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planning and design. Employee should have knowledge of the principles of perspective drawing, aesthetic composition, pictorial design, photographic composition, color theory, layout, lettering, and reproduction methods as well as the principles of structural engineering, bridge and architectural design, building materials and construction methods. Must have a working knowledge of the design, maintenance and construction processes as practiced in private industry and the Department. Must have knowledge of the project delivery processes used by the department and within Structure Design.

Knowledge must also include methods of organization, personnel and project management, supervision, and principles of budgeting.

Must have the ability to plan, direct, monitor, analyze, and coordinate the work of staff and private consultants in preparing architectural working drawings, perspective sketches, photographic and computer imaging, scale models and artistic displays. Must be able to deliver effective verbal presentations to a wide array of disciplines and have the ability to present information clearly and effectively in both written and pictorial forms, analyze situations accurately, and adopt an effective course of action.

Must have the ability to performing comprehensive architectural design, to analyze situations accurately, compare alternatives and adopt an effective course of action.

Must possess and demonstrate the capability to be creative and the ability to readily obtain complete and amicable cooperation from personnel in all functional units, private consultants, and public or private contracts.

The work done is that of a professional Architect engaged in the management of architectural planning and design for a wide variety of transportation related structures. Required to be consistently evaluating and searching for methods and approaches to solve a variety of architectural problems.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Employee has the responsibility to select the aesthetic appearance of all bridges and related structures. This includes the overall responsibility for the accuracy, functional integrity, and cost effectiveness of the facilities that are designed by staff or private consultants, and responsibility for accomplishing the design in an efficient economical manner.

Inadequate reviews, liaison, or monitoring could result in structures that are not pleasing to look at or failure to deliver projects on time resulting in increased costs to Caltrans, increased maintenance costs to the State, and inadequate or poor quality facilities produced for the State.

PUBLIC AND INTERNAL CONTACTS

Initiates and maintains communications with all project design staff. Holds meetings and discussions with various DES and Districts units, local agencies, and the public to resolve questions and problems concerning the projects. Maintains communications with client District personnel or other state and local agencies and may be called to meet with and review Architectural/Engineering (A/E) consultants or developer plans and proposals or participate in public or governmental body hearings pertaining to transportation projects or facilities.

Attends and conducts meetings related to project scope, schedule, cost, resources and programming. Communicates on a regular basis with Caltrans Districts or Headquarters Functional Offices, Division of Engineering Service Offices, and private Architectural/Engineering (A/E) consultants.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using keyboard and video display terminal. They may also be required to move large or cumbersome plan and diagrams from one location to another. May be required to lift/move/carry various types of portable equipment around the work site or when out in the field.

In addition employees must be able to:

- Lift and carry for a medium distance up to 30 pounds.
- Work along highways and near construction sites.
- Fly in commercial aircraft routinely throughout the State.

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- Drive a State automobile for up to 8 hours a day.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employees may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces and/or extreme heat or cold.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE