



State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Facilities and Development	Associate Architect	549-863-3964-004
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Northern Service Center	Associate Architect	R09
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Architecture	Sacramento or San Diego	
STATE HOUSING		IMMEDIATE SUPERVISOR
State Housing is not available		Senior Architect
SENSITIVE POSITION DESIGNATION (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under general supervision of the Senior Architect, the Associate Architect is responsible for the design and implementation of a variety of facility improvement projects including, new buildings, accessibility improvements, deferred maintenance, historic building restorations and repairs, and other associated improvements to park facilities. As part of an in-house multi-discipline team, the Associate Architect will also oversee consultant work and coordinate work with the other design and resource professionals on the project team. Project responsibilities are from inception through to completion and include programming, design, production of construction documents, estimating, bidding assistance, and construction administration support.		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
45%	The Associate Architect will be responsible for all aspects of delivery for architectural projects including design, creating presentation graphics, preparing architectural technical drawings in AutoCAD and Revit, writing of specifications, preparing cost estimates, coordination of work with the other designers and resource team members and oversight of consultant's work.	
20%	Assist in the scoping, programming, and planning of architectural projects within State Parks. Organize and/or attend meetings and site visits associated with projects. Work with Department staff and governing jurisdictions and agencies to coordinate and acquire necessary project reviews, approvals, and permits. In addition, the Associate Architect provides technical guidance to Districts and other staff on building code requirements, building design and construction, and project implementation.	
15%	Assist in project bidding, participate in pre-bid, pre-construction, construction observation, and punch-list meetings, issue addenda and clarifications, review and approve submittals, and answer Requests for Information (RFIs) from contractors, in collaboration with other disciplines as necessary.	
10%	Review of plan sets, specifications, and reports prepared by other staff as well as outside consultants or entities, for quality, completeness, and coordination. Reviews will make recommendations of necessary revisions.	

5%	Other responsibilities include the development and review of concept papers, budget packages, investigative reports, technical studies, and general project management reports and correspondence.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
Cubicle workspace in office environment when not working in the field. Intermittent exposure to loud noise.		
TELEWORK DESIGNATION:		
This position is designated as Telework Eligible - Office Centered.		
SPECIAL REQUIREMENTS:		
A certificate of registration as an Architect issued by the California State Board of Architectural Examiners is required and a valid Class "C" California Driver's License is required. This position requires periodic travel to park units and District offices statewide.		
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT:		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE