

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Architect	DES/SES/Office of Transportation Architecture	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Associate Architect	559-220-3964-005	03/13/2025

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the general supervision of the Branch Chief, a Senior Architect, of the Structures and Engineering Services, Office of Transportation Architecture, the Associate Architect (AA) is responsible for a wide variety of professional Architectural work for transportation related facilities. The AA performs professional architectural services by developing preliminary architectural designs of buildings; controlling and coordinating the projects with other building engineering disciplines and producing contract documents using Computer Aided Drafting Design.

CORE COMPETENCIES:

As an Associate Architect, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Employee Excellence - Collaboration, Innovation)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Collaboration, Integrity)
- Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Employee Excellence - Innovation)
- Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Employee Excellence - Collaboration, Innovation, Integrity)
- Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Employee Excellence - Collaboration, Innovation, Integrity)
- Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Safety, Climate Action, Employee Excellence - Collaboration, Innovation)
- Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Employee Excellence - Collaboration, Equity, Integrity)
- Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Employee Excellence - Collaboration, Innovation)
- Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Employee Excellence - Innovation)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
45% E	Performs a wide variety of professional architectural services for building and transportation related facilities, including developing preliminary and final architectural designs; controlling and coordinating the projects with other building disciplines/engineers; producing sealed contract documents (plans and specifications); ensuring projects meet proper codes to obtain approvals for fire life safety (State Fire Marshal approval) and accessibility; developing aesthetic designs and renderings; and producing contract documents using Computer Aided Drafting Design.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

15%	E	Performs professional architectural services by assisting in the development of project scopes and estimates.
10%	E	Prepares and reviews Project Initiation Documents, conceptual designs, planning studies, project scope documents, and project specifications.
10%	E	Performs construction contract administration reviews of material and shop submittals, prepares requests for change orders, responds to Requests for Information and performs field review of projects under construction.
10%	E	Performs plan checks for compliance with accessibility, building, and fire life safety codes. Writes, reviews, and/or prepares reports and correspondence on a wide variety of matters including project and programmatic issues dealing with the Project Delivery Team, District and Headquarters staff, vendors and material suppliers, or consultants.
5%	M	Acts as consultant to the Districts and other Headquarters units regarding architectural matters including planning new facilities, evaluating and making recommendations for repairs, and upgrading existing and damaged buildings.
5%	M	Provides architectural review of plans and specifications for projects designed by consultants.

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

This position does not supervise any staff. However, the incumbent may provide lead direction to a group of one to five employees regarding special projects.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must hold a valid California license as an Architect. Must have education equivalent to graduation from college with major work in architecture or architectural engineering. Must have thorough knowledge of l).rchitectural design and detailing, specifications, construction materials and building systems, applicable building codes, and structural, mechanical and electrical engineering as related to buildings. Must have knowledge of sustainable design and the design of projects to meet LEED certification.

Must have the ability to logically organize complex and often conflicting project requirements, and to present solutions in a clear and professional manner. Must h!\\ve good graphic and verbal communication skills.

The work done is that of a professional Architect engaged in providing architectural planning and design services for a wide variety of transportation related structures. The employee is required to be consistently searching for new methods and approaches to simplify the design process, and reduce design and construction costs.

Must possess and demonstrate the ability to act as a lead Project Architect, work in a team environment, and readily obtain complete and amicable cooperation from personnel in all functional units, private consultants, and public or private contracts.

The Associate Architect seals and signs, on behalf of the Department, the instruments of service for which responsible control was exercised during the preparation of the architectural design.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Employee has direct responsibility for the appropriateness, accuracy, cost effectiveness and delivery of the facilities that are designed. Inadequate designs, poor recommendations, liaison activities, or monitoring may result in: Building designs that do not meet building code requirements; inco plete or inconsistent contract documents; increased initial project costs and maintenance costs; increased design time resulting from inadequate standardization; redesign and contract change orders.

PUBLIC AND INTERNAL CONTACTS

Employee maintains communication with all personnel working on building projects including, Architecture, Structural, Mechanical, Electrical, Water & Wastewater, Estimating and Specifications staff. This includes District Civil Engineers and Landscape Architects. Employee maintains communication with Structure Construction, A&E consulting firms, Caltrans Headquarters and District personnel as well as other outside agencies, Access Compliance and State Fire Marshall personnel, product manufacturers and suppliers as.deemed feasible and necessary to properly conduct project planning and delivery.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using keyboard and video display terminal. 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, weighting up to 30 pounds, around the work site or when out in the field. Must be able to drive or ride in a State autompbile for up to 8 hours a day. Possession of a valid Driver's License is required when operating a state owned or

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

leased vehicle.

WORK ENVIRONMENT

Positions may be located Statewide with Hybrid/remote telework options available. The position requires periodic travel to Sacramento and project sites which are located statewide. Travel may include driving for extended lengths of time in a state issued vehicle and overnight stays.

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. DES employees may be given temporary assignments on DES projects throughout the State as workload demands.

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.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

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