

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)



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|------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------|
| CLASSIFICATION TITLE<br>Architectural Designer | OFFICE/BRANCH/SECTION<br>DES /SES/ Office of Transportation Architecture REVISION |                             |
| WORKING TITLE<br>Architectural Designer        | POSITION NUMBER<br>559-220-3886-xxx                                               | REVISION DATE<br>11/13/2025 |

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

GENERAL STATEMENT:

Under supervision of the Senior Architect (Supervisor), the Architectural Designer (AD) performs entry-level design and drafting work on transportation-related buildings and facilities. The AD assists registered architects and engineers in developing project scopes and estimates, preliminary architectural designs, draft specifications, contract documents, and other related duties. As knowledge and skills are developed, incumbents perform work on design projects of average complexity.

CORE COMPETENCIES:

As an Architectural Designer, 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 - Innovation)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Collaboration, Equity, Integrity)
- Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Employee Excellence - Collaboration, Innovation, Pride)
- 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/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration, 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. (Employee Excellence - Collaboration, Equity, Integrity, Pride)
- 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 - Innovation, Integrity)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Collaboration, Innovation)
- Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Employee Excellence - Innovation, Pride)

TYPICAL DUTIES:

| Percentage<br>Essential (E)/Marginal (M) <sup>1</sup> | Job Description                                                                                                                                                                                                                                                             |
|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 45% E                                                 | Assists with the developing of preliminary architectural designs of buildings, coordinating projects with other building engineering disciplines and producing contract documents using Computer Aided Drafting Design for transportation related buildings and facilities. |
| 30% E                                                 | Performs preliminary code analysis for building designs by conducting code searches utilizing the California Building Standards Codes.                                                                                                                                      |
| 10% E                                                 | Assists with the preparation of specifications for building work by following departmental procedures and using a word-processing software containing word editing tools.                                                                                                   |
| 10% E                                                 | Assists with building construction contract administration reviews of material and shop submittals, responds to Requests for Information and performs field review of projects under construction.                                                                          |

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| 5% | M | Prepares presentation drawings and models for transportation related buildings and facilities. |
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<sup>1</sup>ESSENTIAL 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.

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**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**  
This position does not supervise any staff. However, the incumbent may provide lead direction to to a group of one to five employees regarding special projects.

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**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**  
Graduation from college with major work in Architecture or Architectural Engineering. Must have knowledge of architectural design and detailing, specifications, construction materials, building codes and human and environmental design factors. In addition, the Architectural Designer must have knowledge of structural, mechanical and electrical engineering as related to buildings and possess skills in Computer-Aided-Drafting/Design and other computer applications. The Architectural Designer must have good graphic and verbal communication skills  
The work of an Architectural Designer requires the ability to logically organize project plans and details; and to present solutions in a clear manner graphically, verbally or in writing.

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**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**  
Employee has responsibility for the quality of completed assignments and for establishing and maintaining effective working relationships with coworkers, other design disciplines and the public. Poor designs or recommendations will result in buildings that do not adequately serve the purpose for which designed, or have increased maintenance and repair costs, or too high an initial costs.

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**PUBLIC AND INTERNAL CONTACTS**  
The employee communicates with design team members, district and construction personnel, and product manufacturers and suppliers.

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**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**  
Employees may be required to sit for long period of time using a keyboard and video display terminal. They may also be required to move large or cumbersome plans and diagrams from one location to another.  
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.
- Drive a State automobile for up to 8 hours a day.

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**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.

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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)

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|------------------------|------|
| SUPERVISOR (Signature) | DATE |
|------------------------|------|