

**DUTY STATEMENT**

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

|                                                                                                                         |                                                                                                                                                                                                             |                             |
|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| RPA NUMBER<br><b>30775</b>                                                                                              | DGS DIVISION / OFFICE or CLIENT AGENCY<br><b>Facilities Management Division (FMD)</b>                                                                                                                       |                             |
| UNIT NAME<br><b>Region VI, Building Engineering &amp; Technical Services</b>                                            | HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605)<br><b>1421 North Market Blvd. Sacramento, CA 95834</b>                                                                             |                             |
| CIVIL SERVICE CLASSIFICATION<br><b>Associate Architect</b>                                                              | POSITION NUMBER<br><b>308-222-3964-xxx</b>                                                                                                                                                                  | CBID<br><b>R09</b>          |
| POSITION ELIGIBLE FOR TELEWORK: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                     | PROBATIONARY PERIOD<br><input type="checkbox"/> 6 Months <input checked="" type="checkbox"/> 12 Months <input type="checkbox"/> N/A                                                                         | WORK WEEK GROUP<br><b>2</b> |
| WORK SCHEDULE (DAYS / HOURS)<br><b>Monday through Friday/8:00 AM to 5:00 PM</b>                                         | TENURE<br><b>P</b>                                                                                                                                                                                          |                             |
| WORKING TITLE                                                                                                           | TIMEBASE<br><b>FT</b>                                                                                                                                                                                       |                             |
| DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | BILINGUAL POSITION: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>LANGUAGE NEEDED: <input type="checkbox"/> Verbal <input type="checkbox"/> Written Proficiency language in: _____ |                             |
| PROPOSED INCUMBENT (IF KNOWN)                                                                                           | EFFECTIVE DATE                                                                                                                                                                                              |                             |

**CORE VALUES / MISSION** ☒ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

**POSITION CONCEPT**

Under general supervision of the Supervising Engineer, the Associate Architect in the Facilities Management Division (FMD), Building Engineering and Technical Services (BETS) will provide professional architectural services in support of the Facility Service Branch (FSB)/Building Engineering and Technical Services (BETS) Project Delivery team, including the Direct Construction Unit (DCU) and Construction Services (CS) team. This role focuses on deferred maintenance and improvement projects for high-rise offices, warehouses, and historic structures. The Associate Architect will be responsible for designing cost-effective, sustainable solutions, ensuring compliance with building codes and preservation standards, and collaborating with stakeholders. Additionally, this role includes overseeing project start-up and completion, supporting construction administration, and providing technical consultation.

|                                                                              |                                                                                    |                                                               |                                                                                |                                       |
|------------------------------------------------------------------------------|------------------------------------------------------------------------------------|---------------------------------------------------------------|--------------------------------------------------------------------------------|---------------------------------------|
| <input type="checkbox"/> Medical Clearance                                   | <input type="checkbox"/> Background Clearance                                      | <input type="checkbox"/> Typing                               | <input checked="" type="checkbox"/> DMV Pull Notice                            | <input type="checkbox"/> Drug Testing |
| <input type="checkbox"/> Vehicle Home Storage Permit                         | <input type="checkbox"/> Driver's License and Class (specify below in Description) |                                                               | <input checked="" type="checkbox"/> Certificate (specify below in Description) |                                       |
| <input type="checkbox"/> Professional License (specify below in Description) |                                                                                    | <input type="checkbox"/> Other (specify below in Description) |                                                                                |                                       |

**DMV Pull Notice**

This position requires participation in the Department of Motor Vehicles (DMV) Employer Pull Notice Program.

**Certificate**

This position requires a certificate in: Architect issued by the California State Board of Architectural Examiners

**ESSENTIAL FUNCTIONS**

| PERCENTAGE | DESCRIPTION                                                                                                             |
|------------|-------------------------------------------------------------------------------------------------------------------------|
| 35%        | Design and Documentation<br>Develop architectural designs that align with deferred maintenance and improvement goals by |

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| PERCENTAGE | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            | preparing detailed construction documents, specifications, and drawings for building repairs, renovations, and upgrades and ensure designs meet regulatory requirements and are sustainable, cost-effective, and compliant with historic preservation standards utilizing software like AutoCAD, Revit, Bluebeam, and other project management tools in order to create and submit architectural plans.                                                                               |
| 15%        | <b>Site Assessment and Condition Evaluation</b><br>Conduct site visits to assess building conditions by identifying areas needing maintenance, and documenting deficiencies, collaborating with engineers, contractors, and building management in order to evaluate structural, mechanical, and aesthetic needs, including fire marshal, green building, and energy assessments and ensure reports on building conditions are prepared to recommend long-term maintenance solutions. |
| 10%        | <b>Project Coordination</b><br>Work closely with the construction team to ensure that architectural plans are accurately implemented on-site by attending project meetings, coordinating with construction managers, engineers, and contractors in order to resolve design and construction issues, provide architectural input and ensure that construction aligns with the design intent.                                                                                           |
| 10%        | <b>Technical Support</b><br>Provide technical support on design adjustments, materials, and building code compliance by reviewing shop drawings and construction methods in order to meet project specifications and ensure troubleshooting site-related issues are addressed and design solutions are provided.                                                                                                                                                                      |
| 5%         | <b>Historic Preservation and Compliance</b><br>Ensure compliance with preservation guidelines and local building codes for historic buildings by collaborating with preservation specialists in order to maintain the character and integrity of historic structures during maintenance projects.                                                                                                                                                                                     |
| 5%         | <b>Quality Control and Inspection</b><br>Conduct site inspections to ensure construction meets project specifications, industry standards, and local regulations by providing feedback and guidance in order to improve construction quality and ensure adherence to architectural details.                                                                                                                                                                                           |
| 5%         | <b>Sustainability and Efficiency</b><br>Promote sustainable design practices and materials in maintenance and improvement projects by identifying opportunities in order to enhance energy efficiency and reduce environmental impacts.                                                                                                                                                                                                                                               |
| 5%         | <b>Stakeholder Communication</b><br>Communicate with building owners, facility managers, and other stakeholders in order to provide project updates and receive feedback by responding to stakeholder inquiries regarding architectural elements, project timelines, and construction progress.                                                                                                                                                                                       |
| 5%         | <b>Training and Development</b><br>Mentor junior architectural staff and interns involved in projects by staying informed about industry trends, new materials, and evolving building codes in order to implement innovative solutions.                                                                                                                                                                                                                                               |

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| PERCENTAGE | DESCRIPTION                                                                                                                                                                                                                                                                             |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5%         | Participate in project start-up and post-construction evaluations by assisting in reviewing warranties, record drawings, and agency documentation.<br>Act as an in-house consultant to the BETS, DCU, CS, and building operations teams regarding maintenance repairs and construction. |

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**☒ Travel (Specify the percentage in the travel box below)Travel 10 % of the time to various locations and may include overnight travel by various methods of transportation.

Ability to sit for extended periods while using a computer.

Must be able to lift and move construction plans or equipment weighing up to 30 pounds.

May be required to travel statewide and work outdoors, sometimes in extreme weather conditions.

Ability to stand, climb, stoop, push, pull, and crouch for extended periods and lift items up to 35 pounds when reviewing project assignments.

**DESIRABLE QUALIFICATIONS**

Valid architectural license or actively pursuing licensure.

Possession of a valid driver's license when operating state-owned or leased vehicles.

Proficiency in architectural design software (AutoCAD, Revit, etc.).

Strong knowledge of building codes, regulations, and best practices for deferred maintenance.

Experience with historic preservation projects and knowledge of preservation guidelines.

Excellent communication and project management skills.

Ability to work collaboratively in a team-oriented environment.

Organizational Skills: Prioritize tasks effectively and keep work organized.

Problem Solving: Use logical analysis to evaluate issues and recommend solutions.

Reliability: Demonstrate dependability in meeting commitments and deadlines.

Technical Knowledge: Maintain proficiency in technical drawing, building codes, and construction methods, ensuring compliance with California building codes and standards.

Communication: Effectively convey information through written reports and oral presentations.

Working knowledge of green building design concepts and LEED rating systems (LEED AP preferred).

Proficiency in preparing graphic presentations, including 2D drawings, 3D renderings, and physical models.

Experience in interpreting construction specifications, technical drawings, and scheduling techniques.

Strong interpersonal skills and the ability to work with diverse teams and stakeholders.

Familiarity with Occupational Safety and Health Administration (OSHA) regulations and construction safety practices.

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You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

*I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at [reasonableaccommodation@dgs.ca.gov](mailto:reasonableaccommodation@dgs.ca.gov))*

|               |                    |             |
|---------------|--------------------|-------------|
| EMPLOYEE NAME | EMPLOYEE SIGNATURE | DATE SIGNED |
|---------------|--------------------|-------------|

*I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.*

|                 |                      |             |
|-----------------|----------------------|-------------|
| SUPERVISOR NAME | SUPERVISOR SIGNATURE | DATE SIGNED |
| Winston Cole    |                      |             |

|                   |             |
|-------------------|-------------|
| C & P APPROVED BY | DATE SIGNED |
|-------------------|-------------|