

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Senior Architect		DWR POSITION NUMBER 3420-3961-091	SAP POSITION NUMBER 50002911	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION DOE / Design / SEB / Architecture Section	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☐ Supervisory Related BU: ☐ Confidential Related BU: ☒ Rank and File BU: R09				
RESPONSIBILITIES EXERCISED ☐ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Steven Elser	SUPERVISOR'S CLASSIFICATION Supervising Architect	
APPROVED BY (Personnel Analyst's Name) Estevez Contreras			DATE 08/11/2026	
<i>Percent of Time</i>	<i>Activity</i>			
	POSITION SUMMARY Under the general direction of the Supervising Architect, the incumbent prepares contract drawings and specifications for new and existing structures, develops architectural programming of facilities, conducts planning of future projects, directs work of architectural design teams, and provides architectural expertise and leadership to other departmental staff.			
	ESSENTIAL FUNCTIONS This position requires that the incumbent work cooperatively with others and maintain consistent and regular attendance. The specific essential duties are:			
40%	Act as the architectural design lead and job manager for large-scale, complex design projects. Act as a project manager for less-complex design projects. Develop scope, schedule, and budgets for projects and identify and mitigate project risks. Provide technical direction and review to architectural staff and draftspersons during all phases of design, planning, and evaluations in order to assure compliance with all Department and regulatory standards. Computer model and draw architectural plans and details, write technical specifications, prepare exhibits, and give presentations.			
30%	Meet and coordinate with clients and architectural staff to provide architectural programming, design criteria, and design concepts as the design lead. Create and present design alternatives. Develop and coordinate base files and backgrounds with other disciplines. Review project drawings and specifications for code compliance, state and federal regulations, industry standards, constructability and technical accuracy. Provide consultation and development of plans and specifications for the Department's space management staff. Work will entail, but not be limited to, refurbishing of the Resources Building and other State buildings.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Steven Elser		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print) Vacant		EMPLOYEE'S SIGNATURE ➤		DATE

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Senior Architect		3420-3961-091		50002911	1
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Percent of Time	Activity				
20%	Provide technical expertise, product/material evaluation and selection, logistical knowledge, coordination and production. Consult with construction field personnel on problems occurring during construction and with operation and maintenance personnel after the facility is in operation. Respond to requests for information (RFI's) during construction. Make site visits for inspections or reconnaissance. Site visits may involve driving a personal or State vehicle, possibly over rugged terrain, and may require climbing and accessing difficult to reach or enclosed areas.				
10%	Provide relevant information to the Supervising Architect to assist in determining manpower and fiscal requirements for the architectural section. Provide coordination between design participants, the State Fire Marshall's Office, and the Division of the State Architect's Accessibility Compliance Unit on proposed building plans during the development and finalization of contract documents. Contribute to the development and enforcement of Computer-Aided Drafting/Design (CAD) standards within the architectural section and cross-functionally.				
	OTHER RESPONSIBILITES This position provides necessary support to the Divisions of Flood Management, Safety of Dams, Operations and Maintenance, Engineering, and/or the Public Affairs Office during governor declared emergencies, flood, dam SWP, and other incidents and emergencies. Additionally, this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and assist agencies such as CalOES and FEMA in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency preparedness, response, recover, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.				
	SPECIAL REQUIREMENTS This position requires the ability to communicate effectively both orally and in writing. Incumbent must have the ability to utilize word processing, spreadsheets, productivity software such as Outlook, and Computer-Aided Drafting/Design (CADD) application. Must possess a valid California driver's license when conducting State business that requires driving a vehicle. Travel on short notice and overnight lodging will be required on some trips. Travel to locations may involve driving a pick-up truck off road usually on rugged terrain to and from the job sites. This position requires possession of a valid certificate of registration as an Architect issued by the California State Board of Architectural Examiners. As a licensed architect, the incumbent may be required to sign architectural drawings and specifications.				

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	FINANCIAL DISCLOSURE This position is covered in the Political Reform Act and requires financial disclosure within 30 days of the first and last day physically worked in a covered position and annually by April 1st. DIVERSITY, EQUITY AND INCLUSION 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. The Department of Water Resources is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance in this position.			