

Units

DIRECTOR OF ARCHITECTURAL AND ENGINEERING SERVICES 1404 Mgmt. - District  
DEPUTY DIRECTOR OF ARCHITECTURAL AND ENGINEERING SERVICES 1409 Mgmt. - District

DEFINITION

Plans, organizes, directs, and supports the design and pre-construction activities for new school construction and modernization projects; repair of existing facilities; and activities related to sustainability and energy management. The Deputy Director of Architectural and Engineering Services assists in the management of the Architectural and Engineering Services Unit and acts for the Director of Architectural and Engineering Services as required.

TYPICAL DUTIES

Directs architectural and engineering services including technical review and analysis, emergency response, design, construction observation, materials testing and inspection, and public agency submittals and approvals.

Directs the energy management staff responsible for monitoring the District's utility usage, processing utility payments, and applying for utility service provider-sponsored rebates and incentives.

Directs the sustainability initiatives staff responsible for research, analysis, and implementation associated with alternate energy and fuel sources, reduction of energy and water consumption, waste reduction, air quality, and affiliated rebate and incentive programs.

Directs, reviews, and participates in the development of District design and construction standards and practices.

Confers with various stakeholders regarding architectural and engineering planning, department policies, issues, energy conservation, retrofit projects, and savings generated.

Directs the development of scopes of work, design, and construction documents for contract work.

Directs the development of selection procedures and standards for the administration of Architectural and Engineering (A/E) contracts.

Provide the periodic status and updates on all administered design service projects and energy and sustainability-related activities.

Responds, meets with, and/or confers with a variety of stakeholders and representatives in regard to architecture and engineering plans and activities, legislative changes, and matters related to reporting units.

Provides direction to design professionals in response to civil emergencies, such as fire, floods, and earthquakes.

Manages communication activities relative to staff, other organizations and the public.

Directs, evaluates and oversees lower-level personnel in the direction and evaluation of line management and supervision of the organization's staff.

Represents the Facilities Services Division in meetings and presentations to District employees, administrators, public agencies, community organizations, legislative committees, the Board of Education, and other official bodies.

Plans, directs, reviews, and may participate in training for staff and others.

Assists in the planning and administration of multi-unit budgets and controls expenditures for other appropriations.

May serve as the Architect of Record for all District-designed projects requiring Division of the State Architect (DSA) approval.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Architectural and Engineering Services is the administrative head of a multi-unit organization, which includes the architectural, engineering, energy, and sustainability units.

The Director of Facilities Maintenance and Operations manages the maintenance and operations activities of the District.

The Deputy Director of Architectural and Engineering Services assists in the planning, organizing, and directing a multi-unit organization, which includes the architectural, engineering, and energy and sustainability units.

## SUPERVISION

The Director of Architectural and Engineering Services receives administrative direction from a higher-level administrator. Administrative direction is exercised over lower-level management personnel. The Deputy Director of Architectural and Engineering Services receives administrative direction from the Director of Architectural and Engineering Services and exercises general supervision over lower-level managerial and technical staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- Administrative organization of the Los Angeles Unified School District
- Architecture and engineering as applied to the design and construction of school buildings, service facilities, and related civil engineering projects
- Engineering theory and practices as related to the construction of major building structures
- Principles of organization, management, and supervision
- School design and construction process, including applicable agency reviews
- District standards and legal provisions governing school building construction
- Local and State building codes and regulations
- Division of State Architect procedures and reporting requirements
- Principles of school facilities planning as related to classroom instruction, traffic flow, and economy of maintenance, growth, and adaptability of multi-functional usage
- General characteristics and relative costs of methods of construction, architectural features, and building and room design suitable for school uses
- Principles of construction estimating and budget planning
- Principles of project cost controls and related software
- Principles of project scheduling
- Principles of planning, estimating, organizing, controlling, staffing, and budgeting
- Practices, methods, materials, and equipment used in school building construction
- Pertinent labor agreements
- Basic principles of school facilities project funding
- Basic principles of contract administration, research, cost analysis and control, accounting, and analysis and presentation
- Applicable concepts of training, employee evaluation, progressive discipline, and employee relations
- Basic District personnel rules, regulations, practices and policies

### Ability to:

- Plan, organize, and coordinate a variety of facilities programs for maximum efficiency and cost effectiveness
- Plan and direct multiple operations, delegate to subordinates, and evaluate operational effectiveness

Analyze and interpret technical materials, such as building standards and housing and attendance regulations  
Read architectural and engineering plans and review design implementation to determine its effect on educational programs  
Perceive relationships among and synthesize facts, concepts, and influences that affect systems and procedures  
Make, support, and explain recommendations and decisions  
Communicate effectively orally and in writing  
Prepare clear and concise reports based upon complex data  
Conduct meetings and make presentations  
Estimate project requirements and organize resources to meet goal deadlines  
Work effectively and diplomatically and maintain good relations with a variety of individuals and groups  
Direct and evaluate staff training

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university, with a degree in architecture, engineering, or closely-related field is required.

### Experience:

#### Director of Architectural and Engineering Services

Seven years of executive or management experience in architectural or engineering planning, development, design, and building facilities for educational, government, or commercial programs. Experience in construction management methods and practices and experience with Leadership Energy and Environmental Design (LEED) and/or Collaborative for High Performance Schools (CHPS) is preferable.

#### Deputy Director of Architectural and Engineering Services

Seven years of supervisory or management experience in architectural or engineering planning, development, design, and building facilities for education, government, or commercial programs.

### Special:

#### Director of Architectural and Engineering Services

A Certificate of Registration and a valid license to practice as a professional architect or civil, structural, mechanical, or electrical engineer in the State of California.

#### Deputy Director of Architectural and Engineering Services

A Certificate of Registration and a valid license to practice as a professional architect or civil, structural, mechanical, or electrical engineer in the State of California is preferred.

AND

A valid driver's license to legally operate a motor vehicle in the State of California and use of a

motor vehicle.

#### SPECIAL NOTES

1. Management classes, exempt from bargaining units.
2. An employees in these classes may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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