

ARCHITECTURAL PROJECT FACILITATOR

DEFINITION

Expedites the approval by regulatory public agencies of plans and specifications for school building projects and the submission of approved projects to public bidding for construction.

TYPICAL DUTIES

Supervises the delivery of plans and specifications to the Division of the State Architect (DSA) and secures State approval by personally resolving problems that do not directly affect design and by providing liaison and coordination among the District, commissioned architects, and the Division of the State Architect to facilitate approval of plans and specifications.

Prepares project amendment or cancellation letters to the DSA when there are changes in the original project application.

Communicates directly with the DSA's representative and discusses any essential changes in the project's scope of work.

Receives stamped approved drawings and specifications from the DSA and supervises the ordering of reproductions and the distribution of copies to the Project Manager, Central Design Management, District architect, and commissioned architect.

Supervises the preparation of applications for State approval of plans and specifications, determines the applicable fee to be paid to the DSA for each project, requests warrants for payment of basic State fees, and approves payment of additional checking fees as necessary.

Certifies receipt of "as-built" drawings at the conclusion of each project and supervises their filing in the records storage vault.

Enters project information related to plan checking and approval by the DSA, local Fire Marshall and Health Department into the Assets and Work Management System (Maximo) for tracking project status and for keeping project records.

Retrieves project information from various District's computer systems for project management analysis, planning, construction, and for generating reports.

Provides a project status report of projects submitted to DSA to the project manager, Central Design Management, District architect, commissioned architect, and others involved in construction projects.

Prepares Final As-built Record Submittal after verifying that all contract requirements have been complied with by the commissioned architect.

Forwards the addenda during the bidding period for clarification of plans and specifications to the District project architect.

Ensures that addenda for projects that are in the bidding process are approved by DSA.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Architectural Project Facilitator provides expediting and liaison services among commissioned architects and engineers, regulatory public agencies, Design and A/E Technical Support, and other branches and divisions of the District in connection with the approval of plans and specifications.

The Senior Contract Administration Manager manages contract administration activities associated with the development and negotiation of procurement, construction, and professional services contacts.

A Design and Technical Specification Coordinator develops and maintains the Guide Technical Specifications, School Design Guide, and Educational Specifications for the Facilities Services Division; researches and evaluates building components, materials, and systems; supports and coordinates with various organizations within the Facilities Services Division; and gives work direction to District personnel and others.

SUPERVISION

General supervision is received from a Senior Facilities Project Manager. Immediate supervision is exercised over Engineering Aides and clerical employees.

CLASS QUALIFICATIONS

Knowledge of:

- General principles of architecture and engineering as applied to school building construction
- Applicable State and local codes, ordinances, and regulations
- District policies, standards, and procedures governing school building design and construction
- Data entry and retrieval systems used in project management

Ability to:

- Read architectural and engineering plans and specifications
- Prepare clear, concise correspondence and reports
- Work effectively with school personnel, commissioned architects and engineers, and public officials
- Supervise effectively
- Communicate effectively, both orally and in writing

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in architecture or engineering, or an Engineer-in-Training Certificate issued by the California Board of Registration for Civil and Professional Engineers. Two years of experience, in addition to that listed below, in architectural and engineering planning, design, or cost estimating work may substitute for the required education.

Experience:

Two years of experience in architectural and engineering planning, design, or cost estimating work.

Special:

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

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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