

### **Architecture/Engineering Supervisor**

#### **JOB FAMILY DEFINITION**

This classification falls within the Facilities Architectural and Engineering Job Family, encompassing a range of work in which incumbents are responsible for providing architectural and engineering oversight of judicial branch facilities and equipment, including design review, establishment of standards, quality assurance inspections, code compliance, safety compliance, and fire and life safety compliance. This class specification represents the type and level of work performed, recognizing that specific work assignments may differ from one unit to another and from one incumbent to another.

#### **CLASS SUMMARY**

This is an advanced professional supervisory-level class. Incumbents, as assigned, are responsible for developing and maintaining quality assurance policies and procedures, developing and applying design standards for building equipment and systems, program development, training, and allocating resources for all capital and facility modification projects. Positions in this class are California Building Code subject matter experts with knowledge and experience in building design, construction, and architectural and engineering principles. Incumbents provide day-to-day supervision of licensed and specialized staff engaged in architectural and engineering design review, code and standards review, and options analysis for judicial branch facilities.

#### **DISTINGUISHING CHARACTERISTICS**

The Architecture/Engineering Supervisor class is distinguished from other classifications in the Facilities Architectural and Engineering Job Family in that it supervises three or more Judicial Council staff, including a minimum of two architects and/or engineers. Supervision of staff includes participation in, and/or implementation of, hiring and disciplinary decisions. Incumbents are also responsible for overseeing the work of contracted staff.

An incumbent in this position exercises considerable independent judgment in establishing and implementing policies, procedures, and standards and in the technical design review, as well as compliance, of facilities projects statewide.

**EXAMPLES OF ESSENTIAL DUTIES** *(The duties listed are illustrative only and represent the core areas of responsibilities; specific position assignments will vary depending on business needs.)*

- Supervises the day-to-day activities of the Codes and Standards Review team, including, but not limited to, engineering and architectural design review, code compliance, specification development for capital projects, major modifications, and/or major equipment purchases.
- Plans, organizes, assigns, reviews, and evaluates the work of assigned staff.
- Recommends selection of staff, provides for training and development, conducts performance evaluations, and administers discipline, as required.

- Strategizes program planning; develops, recommends, and implements operating policies, practices, procedures, work processes, and evaluation tools of architectural and engineering design for all capital construction and major renovation projects across judicial branch facilities.
- Oversees technical architectural and engineering reviews, as well as mechanical, electrical, and plumbing reviews of all facilities projects, including design review for capital construction projects; provides input on the operability, maintainability, and code compliance of assigned projects.
- Serves as project manager for complex statewide initiatives; manages complex contracts; develops scope for Indefinite Delivery Indefinite Quantity contracts.
- Develops and recommends work processes, procedures, and adoption of new tools and work methods; writes, edits, and publishes process and procedure manuals.
- Creates and manages statewide standards, best practices, and quality assurance measures for design review and project delivery on all judicial branch facilities projects; provides architectural and accessibility knowledge base for the Project Management and Facilities Operations units.
- Manages the fire and life safety work program under the jurisdiction of the Office of the State Fire Marshal.
- Oversees the Leadership in Energy and Environmental Design (LEED) certification program for capital projects.
- Conducts site visits to verify work performed by contractors is in accordance with codes, standards, and contracts.
- Develops budgets, expenditures, and revenue projections.
- Researches and monitors industry standards, best practices, and emerging technologies that impact the programs overseen.
- Conducts and recommends special studies; prepares and delivers oral and written reports and presentations to branch leadership and other key stakeholders.
- Represents the Judicial Council at meetings related to assigned area.
- Performs other duties of a similar nature and level as assigned.

## MINIMUM QUALIFICATIONS

### EDUCATION AND EXPERIENCE

Bachelor's degree with major work in architecture, building construction management, mechanical engineering, or a directly related field, and five (5) years of building architecture, engineering, and/or construction experience and one (1) year of supervisory experience. *An additional four years of professional experience as noted above may substitute for the bachelor's degree. Or, additional directly related experience and/or education may be substituted on a year-for-year basis.*

OR

One (1) year as a Compliance Architect or two (2) years as an Engineer or other level C43 class (with a professional Engineer or Architect license) with the Judicial Council of California or one (1) year of experience performing the duties of a class comparable in the level of responsibility to that of a licensed Compliance Architect or two (2) years of experience performing the duties of a class comparable in the level of responsibility to that of a licensed Engineer in a California Superior Court or California state-level government agency and a) completion of training courses on topics related to effective supervision within 6 months of promotion; or b) one year of previous supervisory experience.

### **LICENSING AND CERTIFICATIONS**

- Valid professional engineer or architect license issued by the state of California.
- Valid driver's license as assigned.

### **KNOWLEDGE OF**

- Applicable federal, state, and local laws, codes, regulations, and/or ordinances; the California Building Standards Code;
- Supervisory principles, practices, and techniques;
- Organizing, prioritizing, assigning, and monitoring multiple work activities to meet critical deadlines;
- Principles, practices, and methods of architecture, engineering, and construction management; architectural plans, engineering diagrams and reports; structural and physical calculations;
- Building systems including electrical, mechanical, plumbing, heating, ventilation, and air conditioning, fire and life safety, and security;
- Principles and practices of program administration and project management;
- Quality assurance practices and techniques;
- Principles, practices, and methods of LEED;
- Contract administration and service evaluation;
- Conflict resolution and negotiation strategies; and
- Principles of and techniques for preparing and delivering effective written and oral presentations.

### **SKILL IN**

- Interpreting and applying applicable laws, codes, regulations, and standards;
- Supervising, monitoring, training, and evaluating staff, including licensed and professional architects and engineers;
- Coordinating deadlines and prioritizing competing demands;
- Reading, interpreting, and advising others regarding complex architectural and engineering design plans and construction drawings;
- Developing and implementing policies, procedures, and work standards with broad application;
- Effectively representing the Judicial Council and the branch in meetings with regulatory agencies and other key stakeholders;
- Overseeing quality assurance activities for construction projects;
- Principles and practices of contract and procurement administration;
- Responding to technical inquiries and information requests;
- Providing contract and procurement administration;

- Exercising political acumen, tact, and diplomacy with internal and external stakeholders and clients; and
- Preparing and presenting clear and concise written and oral reports, policies, procedures, and other written materials.

### **WORKING CONDITIONS, ADA, AND OTHER REQUIREMENTS**

The Judicial Council is an equal opportunity employer. The Judicial Council will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require sitting, walking, reaching, climbing stairs, standing, fine motor coordination, wrist/arm motion, grasping/holding, use of all fingers, use of both hands, repetitive manual tasks, bending/kneeling, crouching, crawling, stooping, seeing, hearing, and talking.

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

Incumbents generally work in a typical office environment and may work in field environments with possible exposure to extreme temperatures, loud noise, fumes, noxious odors, dust, mist, gases, and poor ventilation; underground, confined, or restricted workspaces; and heights more than five stories above ground level. The Judicial Council will make all reasonable efforts to minimize the need for employees to travel by taking advantage of virtual conferencing tools as much as possible. However, positions in this class may require local and statewide travel as necessary. Some positions may require frequent travel, including overnight travel.

**Please Note:** *The Judicial Council classifies work based on organizational need. The distinguishing characteristics, essential duties, and minimum qualifications described in this specification relate to the body of work required and not to the attributes of an incumbent assigned to perform the work.*

*As a government body charged with improving the statewide administration of justice, the Judicial Council has multiple offices with diverse responsibilities relating to court policy and operations. As employees of the council, every member of staff should view and approach their work as one Judicial Council with a public service mission that is greater than the sum of its parts.*