

ASSISTANT ARCHITECT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents perform architectural work preparing preliminary and final architectural designs and details. This is the basic architect classification involving independent responsibilities for projects of considerable size or of several smaller projects. Each level in the architect title series takes part in the production of details, plans, specifications, etc. This level differs from the Junior Architect in that it requires more experience and more independent judgment and action. The Assistant Architect differs from the senior level in that the Senior plans, directs and reviews the work of Assistant Architects and other lower level employees, and in the requirement that the Senior must possess a license to practice as a Registered Architect. Advancement to the higher level depends on the possession of a license to practice as a Registered Architect, and on the assignment to and performance of higher-level duties, on a regular basis, and on position availability. Guidance may be given to lower level employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

- Prepares architectural designs of proposed new and altered structures of all types;
- Prepares architectural plans, including full-size details and accompanying specifications;
- Estimates material requirements for projects;
- Supervises building and alteration of structures so far as the architectural work is concerned;
- Prepares preliminary designs and complete architectural plans and details for bridges;
- Consults with department heads concerning the need for structural changes and new work;
- Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
- May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of architecture; good knowledge of computer assisted design, CAD; good knowledge of specification writing; ability to do original designing; ability to carry on independent research and to assemble information for use; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; imagination; resourcefulness; initiative; accuracy; good judgment; ability to get along well with others; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree* in Architecture and four years of office and field experience where the primary function of the position was in architecture, one year of which must have been in the design of projects and one year of which must have been in construction administration†; or (b) a Bachelor's Degree* in Architecture Technology and five years of experience as described in (a).

SUBSTITUTION: Successful completion of a Master's Degree* in Architecture may substitute for one year of the required experience including the specialized experience.

†DEFINITION: Construction administration is defined as work which may include, but is not limited to, two or more of the following areas: project budgeting; cost estimating and control; project planning and scheduling; monitoring of construction progress; preparing project and/or bid specifications; ensuring code compliance; meeting with contractors and/or architects to discuss project issues, or authorizing payment on completed work in accordance with contracts.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.