

## ASSISTANT ARCHITECT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this class perform architectural work by preparing definitions of the scope of work to be performed, preliminary and final architectural designs and details, and construction cost projections. This is the basic architect classification involving independent responsibilities for projects of considerable size, several smaller and/or moderate complex projects. Each level in the architect title series takes part in the production of details, plans, specifications, cost estimates, 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 Architect plans, directs and reviews the work of Assistant Architects and other subordinate employees, and in the requirement that the Senior level must possess a license to practice as a Registered Architect. Advancement to the higher level depends on position availability; the possession of a license to practice as a Registered Architect, and on the assignment of more complex duties, on a regular basis, and. 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 in coordination with staff working in the geotechnical, civil, structural, mechanical and plumbing areas within the department;

Prepares architectural plans, cost estimates, details and accompanying specifications to fully describe the scope of assigned projects;

Selects sustainable building materials and systems in compliance with U.S. Green Building Council (USGBC) industry standards for renovations and new building construction;

Supervises building and alteration of structure and associated building systems so that architectural work is incorporated with all associated engineering disciplines;

Prepares feasibility studies, preliminary designs and well-coordinated final architectural plans and details;

Uses computer aided design software (CAD) in performing work assignments;

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.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of architecture; working knowledge of requirements as denoted in the applicable New York version of the International Building Code as well as the New York State Energy Code; good knowledge of computer assisted design (CAD); good knowledge of specification writing; ability to generate creative and sustainable design/construction documents; 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.

\*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.