

JUNIOR ARCHITECT

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, incumbents perform entry-level design and planning relating to the various types of buildings constructed, owned, maintained or operated by Westchester County. Incumbents conduct inspections, prepare simple designs, calculate data, prepare cost estimates and prepare project updates and daily work records. The incumbent may work independently on less complex and routine projects and under direct supervision on more difficult tasks. As the incumbents skill and knowledge increases, less direction is received. Each level architect, in this title series, takes part in the production of details, plans, specifications, etc. The difference between the Junior Architect and Assistant Architect is in the length of experience, judgment and independent action required. Advancement depends on the attainment of higher-level skills and on the regular assignment to jobs requiring those skills. Supervision is not a responsibility; however guidance and direction may be given to a small number of non-professional employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Prepares preliminary architectural designs of elementary, new and altered building projects, from furnished instructions, program data and/or sketches;

Investigates sites proposed for development to secure data, such as measurements, for the preparation of site development plans, interprets the data, designs and assists in formulating development plans;

Performs routine drafting of construction drawings and compiling of specification documents for contracts and building projects;

Prepares preliminary drawings, designs and specifications;

Attends client interviews with supervisory personnel;

Investigates material requirements for project;

Prepares construction documents using auto CAD (Computer Aided Drafting) Software;

Inspects construction materials to see that they conform to specifications;

Prepares progress reports;

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 architectural practice and theory; good knowledge of the principles and practices of architectural design and drafting; good knowledge of computer aided drafting programs; ability to use computer applications or other automated systems such as spreadsheets,

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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; ability to assemble information; ability to interpret technical data; imagination; resourcefulness; initiative; accuracy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree* in Architecture; or (b) a Bachelor's Degree* in Architectural Technology and one year of architectural experience.

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

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