

PRINCIPAL ENGINEERING TECHNICIAN (ARCHITECTURE)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a professional engineer, performs responsible engineering and architectural work related to the planning and designing of the various types of structures built by Westchester County. Supervision is exercised over a number of technical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Prepares preliminary architectural designs of proposed new and altered structures of small and medium cost;

Prepares complete architectural plans, including full-size details and accompanying specifications using computer assisted design (CAD);

Estimates material requirement for projects;

Supervises building and alteration of structures so far as the architectural work is concerned;

Consults with Department heads concerning the need for structural changes and new work of small or medium cost;

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: Thorough knowledge of architectural practice and theory; good knowledge of computer assisted design (CAD); skill in architectural drafting; ability to carry on independent research and to assemble information for such use; ability to get along well with others; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; imagination; resourcefulness; initiative; accuracy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of an equivalency diploma and either: (a) Completion of a two year course in architectural technology at a recognized post high school, trade or technical school and four years experience in the field of architecture or a closely related field where the primary function of the position was in any of the following: design of architectural plans or preparation of specifications; or estimating materials required for architectural projects; or supervision of building architectural alterations; or (b) six years experience in the field of architecture or a closely related field as stated in (a); or (c) a satisfactory equivalent combination of training and experience.

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

SUBSTITUTIONS: College education toward a Bachelors Degree* in a related field may be substituted at the rate of 30 credit hours for one year of experience up to a maximum of four years.