

SENIOR ENGINEERING TECHNICIAN (ARCHITECTURE)

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, incumbents perform non-professional architecture relating to the various types of buildings constructed, owned, maintained or operated by Westchester County. Responsibilities include developing designs and specifications for repairs, replacements and construction projects, conducting field measurements, reviewing conditions, and reviewing proposals from contractors and consultants. Incumbents conduct inspections, prepare simple designs, calculate data, prepare cost estimates and prepare project updates and daily work records. Supervision is not a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Investigates field conditions to determine scope of project and to make recommendations;

Prepares and assists in the preparation of preliminary architectural designs, drawings and sketches, from furnished instructions, project 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 construction documents using auto CAD (Computer Aided Drafting) Software;

Reviews contract documents and project progress to insure that project remains on schedule, and that material and workmanship adhere to contract specifications and plans;

Attends client interviews with supervisory personnel;

Investigates material requirements for project;

Inspects construction materials to see that they conform to specifications;

Prepares progress reports.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of architectural technology; good knowledge of the principles and practices of architectural design and drafting; good knowledge of computer aided drafting programs; ability to assemble information; ability to interpret technical data; imagination; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either: (a) four years experience in the field of architecture or a related field; or (b) completion of a two year course in architecture or architecture technology at a recognized post high school, trade or technical school and two years of experience in architecture or a related field; or (c) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) or (b).

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

*SPECIAL NOTE: Education beyond the secondary level 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.