

## ARCHITECT

DISTINGUISHING FEATURES OF THE CLASS: This is professional architectural work involved with planning, design, technical review and construction coordination of projects, including but not limited to management of functional requirements, structure, coordination of mechanical and electrical elements, design requirements, and cost. Projects may involve design, alteration, and/or renovation of buildings, facilities, and other structures. Responsibilities also include review and coordination of activities of consultants, contractors, and other occupations providing specialized services for architectural projects. Considerable interaction with County departments and/or County officials is required. Incumbent provides professional advice technical assistance and guidance to the County with regard to various factors associated with architectural projects, and with development of policies. Work is performed under general supervision of the Commissioner of Highways and Facilities, with considerable leeway for independent action and decision-making to resolve architectural problems. Supervision may be exercised over technical, clerical and trades personnel. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Oversees and participates in County architectural, building and renovation projects, including preparation of architectural plans, resolution of architectural problems, cost estimates, contract specifications, responsibility for carrying out projects to completion;

Works closely with County departments, officials, and consultants to establish requirements and scope of architectural and construction projects;

Coordinates with County professionals, consultants and specialists to plan for, schedule and manage such factors as space requirements, purpose of project, money and site limitations, mechanical, plumbing, or electrical requirements, other required utilities, and occupancy;

Provides supervision of employees and contractors, guiding and reviewing work to ensure compliance with standards and plans;

Determines applicable codes and standards in all projects with the assistance of the County Code Official;

Creates, reviews and revises drawings and schematics for architectural and construction projects;

Translates project scopes into plans, elevations, sections and details showing design, location and dimensions of elements;

Utilizes computer aided drafting/design programs to develop computerized drawings showing floor plans, roof plans, elevations, sections, and other relevant details;

Reviews plans submitted by consulting architects for conformance to County specifications;

Participates in setting and reviewing construction schedule and work plans;

Participates in developing project budgets and cost estimates;

Reviews contractors, consultants, vendors, etc. with the appropriate County departments for bid processes and finalizes information with the County's Purchasing Department;

Represents County in various boards, agencies' reviews, meetings, etc.;

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Makes periodic site inspections to ensure compliance with drawings and specifications;  
Provides advice and guidance in connection with proposed architectural changes, and implements approved changes;  
Performs a wide variety of field and office activities requiring skill in the application of architectural practices, principles and theories;  
Prepares presentations and/or informational reports as required;  
Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;  
May seal and sign architectural drawings, specifications, documents, etc. as a Registered Architect as defined in Article 147, Section 7307 of the New York State Education Law;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles and practices of architecture; good knowledge of planning, design and construction of public buildings; good knowledge of developments, current literature and sources of information in the field of architecture; good knowledge of applicable laws and regulatory codes relevant to construction and renovation of buildings; good knowledge of building materials, their function and physical properties; ability to make and analyze comprehensive architectural designs in computer format, and to read blueprints and shop drawings; ability to prepare architectural plans and specifications; ability to inspect architectural, building and renovation projects for conformance with applicable standards, policies, codes, cost efficiency, and compliance with design and program objectives; ability to plan and oversee the work of others; ability to communicate clearly and effectively, both orally and in writing; ability to establish and maintain effective working relationships; good professional judgment.

MINIMUM QUALIFICATIONS:

- a) Master's degree in Architecture and three (3) years of architectural experience, two (2) years of which must have been as a licensed architect; or
- b) Bachelor's Degree in Architecture or Architectural Technology, and five (5) years of architectural experience two (2) years of which must have been as a licensed architect.

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

SPECIAL REQUIREMENT:

1. Possession of a New York State Architect's License and current registration at the time of the examination and throughout appointment.
2. Membership in the American Institute of Architects (AIA) within six (6) months of permanent appointment, maintained throughout appointment.