

ASSOCIATE ARCHITECT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this position direct the preparation of designs and specifications necessary for preparing plans and estimates. At this level, the incumbent makes decisions independently on architectural problems and methods and directs the work on these projects. The incumbent is responsible for the architectural review of designs and estimates for capital construction prepared by consultants. This class differs from the lower-level Senior Architect in that the Associate Architect is responsible for first line supervision of a unit, and supervises a number of professional, sub-professional architectural, engineering and technical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises the work of all architectural personnel in the preparation of preliminary and final contract drawings;

Supervises and prepares renditions of plans and other information relating to architecture;

Supervises the preparation of budget estimates and maintains schedules for capital and non-recurring budget items;

Supervises consultants performing services in connection with architectural designs;

Coordinates the work of the various trades such as mechanical, electrical, general construction and structural in the development of a design;

Assists construction engineers in the interpretation of designs and design changes;

Meets with federal, state, municipal or private agencies for matters relating to county projects;

Represents the County as a witness in court cases when architecture is an issue;

Follows up on contractual arrangements with third parties as to fulfillment of contractual obligations;

Supervises the review of all consultant designs and assists in the negotiations for contracts with consultants for structure and schedules;

Supervises the preparation of all specifications related to architecture;

Assists in the development of miscellaneous contracts not related to engineering such as moving, cleaning, etc.;

Signs plans, working drawings and specifications as a Registered Architect as defined in Article 147 of the New York State Education Law;

EXAMPLES OF WORK: (Cont'd)

Advises the Commissioner on all architectural matters;

Organizes and supervises the unit for the most effective use of staff by developing the abilities of the less experienced employees and by complying with established personnel policies and procedures;

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 required.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of architecture; thorough knowledge of the practices of specification writing; thorough knowledge of construction estimating, including the cost of materials related to useful life; good knowledge of the legal principles of and practices of contract preparation; good knowledge of computer assisted design, CAD; familiarity with design and analysis of structures; skill in general engineering computations; ability to lay out and supervise the work of professional and sub-professional personnel; ability to get along well with others and to deal effectively with contractors and officials; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; accuracy; reliability; resourcefulness; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a valid license and current registration to practice as a Registered Architect in New York State and either: (a) a Bachelor's Degree* in Architecture and eight years of architectural experience where the primary function of the position was in the field and office, one year of which must have been in the design of architecture projects and one of which must have been in construction administration; or (b) a Bachelor's Degree* in Architectural Technology and nine years of experience as defined in (a), including the two years of specialized experience; or (c) a Master's Degree* in Architecture and seven years of experience as defined in (a), including the two years of specialized 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 Department of Education as a post-secondary, degree-granting institution.

West. Co.
J. C.: Competitive
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Job Class Code: C0163
Job Group: XIV