

ARCHITECTURAL DATA BASE MANAGER

Code No. 3-14-366
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a skilled drafting position involving the preparation and maintenance of facility management databases, schematic reports, and architectural and engineering documents. It is also responsible for preparing contract drawings and specifications for construction projects. Maintains construction standards and record of all contract document data. The employee reports directly to and works under the general supervision of a Project Architect or Engineer. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Prepares software report format to monitor and manage infrastructure indicators including but not limited to capital renovations, life cycle periods, maintenance records, cost index data, curriculum program and demographic changes;

Maintains facilities management data-base using AutoCAD, Microsoft Excel, Microsoft access, and other necessary software to track Educational facilities activities;

Maintains construction standards, data base library and record of all contract document and as-built data;

Prepares schematic reports including client interviews, field investigations, code review, project budget estimating and drawing and specification proposals;

Prepares architectural and engineering documents from schematic and design development reports;

Provides presentation documents and programs, 3-D perspectives, web site designs and artwork, including posters and lettering;

Prepares contract drawings and specifications for construction projects as required for applications for building permit, public bidding and construction;

Assists in the preparation of cost estimates, budget evaluations and maintains records of annual project costs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of computer aided drafting, database creation, drafting techniques, practices and equipment; good knowledge in AutoCAD R14, spreadsheet programs; good knowledge of architectural and engineering terminology, practice and procedures; good knowledge of local, state and federal codes and standards; ability to read construction documents; ability to propose options for building additions or alterations; ability to review cost estimates and prepare budget evaluations; ability to maintain records and prepare reports and documents; ability to interpret and present data; ability to communicate effectively; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or the possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Architecture, plus one (1) year of paid full-time or its part-time equivalent experience in drafting architectural or engineering plans for additions, for remodeling, or for rehabilitation of structures, or for new construction; OR,
- (B) Graduation from a regionally accredited or New York State registered two-year or four-year college or university with an Associate's degree in Architecture, Mechanical Engineering, Civil Technology, or Construction Technology, plus three (3) years of experience as described in (A) above; OR,
- (C) Five (5) years of full-time or its part-time equivalent experience as described in (A) above.
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

SPECIAL REQUIREMENTS: Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to possess a valid license to operate a vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: July 10, 2001