

## ARCHITECT

Code No.: 3-14-143

### COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an architectural position involving responsibility for planning and designing additions, rehabilitations, and renovations of buildings. Employees of this class may be assigned to a functional area, including architectural investigations of buildings, field supervision of project construction, or office work involving designing and preparing specifications. When assigned to Monroe County Engineering Department, will also perform the duties of a Code Enforcement Officer. This employee works under direct supervision from a registered architect or engineer with wide latitude allowed in exercising independent judgment in planning work details and in making technical decisions on routine problems. Supervision may be exercised over architectural and technical staff. 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 preliminary sketches of functional space allocations and layouts of proposed modifications or additions;

Prepares from selected sketches, detailed working drawings, including symbols, floor plans, plot plans, elevations, details;

Checks computations and drawings for accuracy and conformance to scale;

Selects the plan and design for a project;

Supervises lower level architectural and technical staff in drafting of preliminary and working drawings;

Estimates materials and labor costs for construction work;

Prepares manual of specifications;

Discusses preliminary designs with superiors and modifies as required;

Inspects construction for conformance to plans and specifications;

Directs modifications of work plans to conform construction to plans and specifications;

Investigates architectural problems associated with older governmental buildings and appurtenances and determines feasibility of renovations or repairs;

Draws large scale details of building plans to clarify the design for the contractor;

Maintains currency of architectural files by indexing, recording, and updating of drawings;

Reviews, plans and designs for buildings for conformance to the New York State Uniform Fire Prevention and Building Code;

Inspects buildings during construction and upon completion for conformance to the New York State Uniform Fire Prevention and Building Code.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of the principles and practices of architecture; good knowledge of the methods and procedures of architectural designing; good knowledge of building construction techniques and materials; good knowledge of materials and labor costs for building construction; ability to design architectural modifications and additions; ability to prepare working drawings; ability to read construction drawings; ability to estimate construction costs; ability to prepare manual of specifications; ability to communicate effectively; ability to inspect construction work for conformance with plans and specifications; ability to assess feasibility or renovation and rehabilitation of buildings; record keeping ability; accuracy; good judgment; health commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

- (A) Seven (7) years of paid full time or its part time/volunteer equivalent architectural experience in developing plans and designs; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Architecture and two (2) years of paid full time or its part time/volunteer equivalent architectural experience in developing plans and designs; OR,
- (C) Any equivalent combination of training and experience defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENT:** When assigned to the Monroe County Engineering Department, candidates must complete the instructional courses offered by the New York State Department of State for building inspectors. The probationary period may be completed prior to completion of such courses.

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

**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: March 3, 1977  
REVISED: July 23, 1987

REVISED AND TITLE CHANGED: March 14, 1991  
FORMERLY: Assistant Architect