

ARCHITECTURAL ENGINEER

Code No.: 3-14-233

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position responsible for assisting in various planning activities including, but not limited to, capital improvement plans, maintenance plans, emergency plans, asbestos control and long range plans. Duties further involve preparation of designs, cost and time estimates, and plans and specifications for structural, mechanical, electrical and building modification projects. The employee acts as liaison with special project consultants and in-house building staff to provide guidance and resolve problems. General supervision is received from an administrator. 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):

Participates in various planning activities including long range plans, capital improvement plans, maintenance plans, emergency plans, asbestos control and others;

Prepares schematic designs, cost and time estimates, plans and specifications for all types of capital improvement and maintenance projects including structural, mechanical, electrical, building modifications, site work, and landscaping;

Maintains liaison with in-house staff, other departments, and outside agencies (such as utility companies) to discuss and refine requirements, resolve problems and coordinate scheduling;

Maintains liaison with special project consultants providing planning guidance or project descriptions;

Plans and designs in-house work and contract construction including defining project scope, obtaining approval, preparing estimates, plans, specifications and bidding documents;

Reviews consultants plans, estimates, schematic designs and all contract documents including payment requests;

Inspects projects under construction for conformance to plans and specifications, prepares reports and attends construction progress meetings;

Assists in the development of the department's annual budget.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles and practices of architecture; good knowledge of engineering principles and theory; good knowledge of the

methods and procedures of architectural design; good knowledge of the engineering aspects of building construction and modification; good knowledge of building and construction techniques, materials, labor and their costs; good oral and communication skills; ability to develop and evaluate engineering concepts and decisions in designs, drawings and specifications; ability to estimate construction costs; ability to inspect construction work for conformance to plans and specifications; ability to prepare narrative and technical reports on engineering/architectural concerns; ability to assess feasibility of renovation and rehabilitation of buildings; ability to establish and maintain effective working relationships with consultants, staff and other departments and agencies; initiative; accuracy; good judgment; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possession of a New York State Architecture license; or possession of a New York State Professional Engineers license.

SPECIAL REQUIREMENTS: 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: July 14, 1988