

ARCHITECT I

NATURE AND VARIETY OF WORK

This is entry level professional work in the architectural occupation. Incumbents perform specific tasks in planning, designing, and implementing programs and projects in developing physical, spatial, and scenic concepts and models. Incumbents work under close supervision and perform developmental assignments gradually increasing in complexity. In addition, incumbents may assist in the coordination of County contracted crews engaged in construction and maintenance activities.

Upon the satisfactory completion of a probationary period, entry level incumbents may be non-competitively promoted to the II full performance level at management's discretion.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Assists in the planning, developing, and administering of programs and projects to preserve and enhance the County's scenic, spatial, and physical environment.

Assists in the drafting and drawing of designs, plans, and specifications for landscape programs and projects, or for other activities designed to enhance the County's environment.

Assists with the collection, evaluation, and compilation of data for current and proposed projects, and for other forms of documentations and reports.

Assists with the preparation of specifications and costs estimates.

Prepares for supervisor's review and signature correspondence, reports, informational sheets, programs, memo releases, etc.

Assists supervisor with various aspects of field activities which may involve assisting with the supervision of skilled labor and trade crews.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general

occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of the practices and principles of architecture.

Knowledge of engineering drawings and illustration practices.

Ability to collect material, and from it, prepare drawings, specifications, and plans.

Ability to express oneself effectively in writing and orally.

Ability to establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's degree in architecture, engineering or related fields; or an equivalent combination of training and experience that provides the required knowledges, skills, and abilities.

CREATED: 10/88