



Title: Assistant Architect

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to perform architectural duties in connection with the design and construction of buildings and transportation facilities and related projects under the supervision of a licensed architect. This is accomplished by performing architectural computer-aided drafting and design (CADD) for building structures, designing buildings, light rail stations and associated features, and managing architectural projects from definition through completion of construction.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

| | | | | |
|---|---|--|---|---|
| (S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | (L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree. | (M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly. | (H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly. | (V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly. |
|---|---|--|---|---|

| # | Code | Essential Functions | % of Time |
|---|------|---|-----------|
| 1 | S | Develops concepts and designs for buildings, light rail stations, and associated features by reviewing and evaluating designs and assisting in the interpretation of standards, coordinating and consulting with engineering specialties, and participating in related meetings. Monitors project compliance by maintaining a variety of records, reports, plans, and files on related work projects. | 45 % |
| 2 | S | Reviews field data, provide construction support services, and investigates existing site conditions by conducting periodic on-site observation of construction work, reviewing contractor submittals and requests for information, preparing specifications, working drawings, bid documents, and estimates, performing presentations of drawings and models, and attending construction meetings. | 35 % |
| 3 | S | Reviews and evaluates designs prepared by outside agencies or private contractors/consultants by ensuring adequacy, completeness, economy, and compliance design criteria, design standards, ADA requirements, and maintainability. | 10 % |
| 4 | S | Assists in the interpretation of architectural and engineering design standards established by local jurisdictions by performing codes and regulation research. | 10 % |



JOB REQUIREMENTS:

| -Description of Minimum Job Requirements- | |
|---|--|
| Formal Education | <p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Architecture or a closely related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p> |
| Experience | A minimum of one (1) year of experience performing professional architectural work. |
| Supervision | Job has no responsibility for the direction or supervision of others. |
| Human Collaboration Skills | Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. |
| Freedom to Act | The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion. |
| Technical Skills | Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. |
| Budget Responsibility | Position has no fiscal responsibility. |
| Reading | Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study. |
| Math | Advanced - Ability to apply fundamental concepts of theories; work with advanced mathematical operations methods and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study. |
| Writing | Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study. |
| Certification & Other Requirements | |



KNOWLEDGE

- Theories, principles and practices of architecture and design.
- Methods, materials and techniques used in the construction of buildings and structures.
- Fundamentals of structural, mechanical, electrical and civil engineering as they relate to architectural design.
- Regulations and codes pertaining to the design and construction of facilities.
- Architectural computer-aided drafting and design (CADD)

SKILLS

- Advanced word processing, spreadsheet, presentation and database software.
- Specialized software related to functional area.

ABILITIES

- Construct electronic models and schematic designs.
- Hand drawing of sketches.
- Perform basic architectural work.
- Review and conceptualize architectural designs.
- Prepare architectural schematics, drawings, specifications, and cost estimates.
- Use computer-aided design and drafting tools and products.
- Apply sound drafting knowledge and skills utilizing AutoCAD software
- Draft technical reports and correspondence
- Review and check the preparation of architectural plans and studies.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Learn project management skills.
- Learn District policies and procedures.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

| Sedentary | X | Light | Medium | Heavy | Very Heavy |
|---|---|--|---|---|--|
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| C | F | O | R | N |
|--|--|--|--------------------------------------|------------------------|
| Continuously 2/3 or more of the time. | Frequently From 1/3 to 2/3 of the time. | Occasionally Up to 1/3 of the time. | Rarely Less than 1 hour per week. | Never Never occurs. |

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

| -Physical Demand- | -Frequency- | -Brief Description- |
|------------------------------------|-------------|---|
| Standing | O | Making presentations; observing work site |
| Sitting | C | Desk work; meetings; driving |
| Walking | O | To other departments/offices; around work site |
| Lifting | R | Supplies; files |
| Carrying | R | Supplies; files |
| Pushing/Pulling | R | File drawers |
| Reaching | R | Supplies, For files |
| Handling | O | Paperwork |
| Fine Dexterity | C | Computer keyboard; telephone keypad; calculator |
| Kneeling | R | Filing in lower drawers; retrieving items from lower shelves/ground |
| Crouching | R | Filing in lower drawers; retrieving items from lower shelves/ground |
| Crawling | R | Under equipment |
| Bending | R | Filing in lower drawers: retrieving items from lower shelves/ground |
| Twisting | R | From computer to telephone; Getting inside vehicle |
| Climbing | R | Stairs; ladders |
| Balancing | R | On ladders; on equipment |
| Vision | C | Reading; computer screen; driving; observing work site |
| Hearing | O | Communicating via telephone/radio to co-workers/public |
| Talking | O | Communicating via telephone/radio to co-workers/public |
| Foot Controls | R | Driving |
| Other (specified if applicable) | | |

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, picture and recording cameras, level, fax, copier, scanner, vehicle, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

| | | | | |
|--------------------------|------------------------|--------------------------|--------------------|-------------------|
| C Continuously | F Frequently | O Occasionally | R Rarely | N Never |
|--------------------------|------------------------|--------------------------|--------------------|-------------------|

| | | | | |
|-------------------|--|---|------------------------|-------------------|
| D Daily | W Several Times Per Week | M Several Times Per Month | S Seasonally | N Never |
|-------------------|--|---|------------------------|-------------------|

| -Health and Safety Factors- | |
|-----------------------------|---|
| Mechanical Hazards | N |
| Chemical Hazards | N |
| Electrical Hazards | N |
| Fire Hazards | N |
| Explosives | N |
| Communicable Diseases | N |
| Physical Danger or Abuse | N |
| Other (see 1 below) | N |

| -Environmental Factors- | |
|-------------------------|---|
| Respiratory Hazards | N |
| Extreme Temperatures | S |
| Noise and Vibration | N |
| Wetness/Humidity | N |
| Physical Hazards | N |

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: Reflective safety vest; safety eyewear, safety shoes, and hard hat

NON-PHYSICAL DEMANDS:

| | | | |
|---|---|---|-----------------------------------|
| F Frequently From 1/3 to 2/3 of the time | O Occasionally Up to 1/3 of the time | R Rarely Less than 1 hour per week | N Never Never occurs |
|---|---|---|-----------------------------------|

| -Description of Non-Physical Demands- | -Frequency- |
|---|-------------|
| Time Pressure | O |
| Emergency Situation | N |
| Frequent Change of Tasks | O |
| Irregular Work Schedule/Overtime | R |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work | R |
| Noisy/Distracting Environment | R |
| Other (see 2 below) | N |

(2) N/A

PRIMARY WORK LOCATION:

| | | | |
|--------------------------------|---|---------------------|--|
| Office Environment | X | Vehicle | |
| Warehouse | | Outdoors | |
| Shop | | Other (see 3 below) | |
| Recreation/Neighborhood Center | | | |

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.