

City of Merced

Bargaining Unit: 01

FLSA: Covered

Position Number: 1180

ASSISTANT ARCHITECT

DEFINITION

Under general supervision, to perform a variety of advanced technical and paraprofessional office and field architectural work; to prepare plans, designs, and specifications for a variety of City projects; to review work prepared by outside consultants; to prepare architectural reports; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and first working level classification for the performance of paraprofessional and professional architectural work. Incumbents should have considerable training in architectural theory and principals and/or technical architectural work experience. As incumbents become familiar with the operations and policies of the City Engineering Division, they perform a variety of paraprofessional and basic professional architectural assignments. When an incumbent has demonstrated sufficient knowledge and sound work performance, as well as gained appropriate registration, they may advance to the Associate Architect class level. This class is distinguished from Associate Architect by the fact that an Associate Architect is a fully registered professional architect.

REPORTS TO

City Engineer, Senior Architect, or Director of Development Services

CLASSIFICATIONS SUPERVISED

This is not a supervisory class.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Assists with the preparation and evaluation of designs, preliminary and final plans and specifications for a variety of public and private and related capital improvement projects.

Learns and performs project development and planning.

Learns and performs resident architect work.

ASSISTANT ARCHITECT – 2

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (continued)

Performs contract administration work.

Ensures that contractors meet proper standards, specification requirements, cost controls, and time requirements.

Processes change orders and progress payments.

Assists with foundation studies.

Receives public inquiries regarding City engineering standards.

Researches data and provides answers for architects, engineers and contractor.

Collects, organizes, summarizes, and analyzes a variety of technical architectural data.

Assists with grant proposals and administration.

Assists with architectural reviews of environmental impact reports.

Assists with preparation of preliminary reports for tentative subdivision map conditions.

Performs field surveys.

Uses a computer to reduce data and to create drawings.

Performs architectural costs.

Reviews laboratory reports.

Develops and proposes architectural solutions to problems.

Provides technical architectural assistance to the public and other agencies.

May represent the City Engineering Division in meetings with contractors, architects, engineers, developers, property owners, attorneys, and representatives from other public agencies.

ASSISTANT ARCHITECT - 3

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of engineering and office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; may work outside; some exposure to weather and temperature variances; exposure to dust, continuous contact with other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

Theory, principles, and practices of architecture and their application to the design, preparation of specifications, and construction of public works facilities, including roads, bridges, drainage systems, airports, and water and wastewater facilities.

Laws, rules, regulations, and policies affecting public works engineering and installation, subdivisions and site plans.

Construction methods, materials, and equipment.

Proper inspection methods and procedures.

Contract development and administration.

Uses of computers and computer applications in professional architect work.

Ability to:

Assist with planning, organizing, and completing a variety of architectural projects.

Perform complex paraprofessional architectural work in the preparation of plans, designs, and specifications for public and private projects.

Assist with architectural reviews of designs, plans, and specifications prepared by others.

Prepare a variety of architectural reports.

Gather, organize, analyze, and present a variety of technical architectural and statistical data.

ASSISTANT ARCHITECT - 4

DESIRABLE QUALIFICATIONS (continued)

Ability to: (continued)

Perform construction project administration, ensuring compliance with plans, specifications, and contracts.

Use a computer and appropriate software in professional engineering and administrative work.

Effectively represent the City Engineering Division in contacts with the public, other City staff, and other government agencies.

Establish and maintain cooperative working relationships.

Training and Experience:

Any combination of training and experience likely to provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Completion of requirements for a Bachelor's degree in architecture or a closely related area, or a combination of the required college and work experience; and one year of responsible experience in architecture or planning, development, construction, and maintenance of public and private projects.

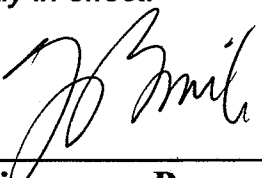
Special Requirements:

Possession of, or ability to obtain, a valid California Drivers License.

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The City of Merced assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. Terms and conditions of employment are determined through a "meet and confer" process and are subject to the Memorandum of Understanding currently in effect.

APPROVED



Chairperson, Personnel Board

DATE: February 14, 2005