

**City of Merced**

**Bargaining Unit: MS**  
**FLSA: Covered**  
**Position Number: 1410**

## **ASSOCIATE ARCHITECT**

### **DEFINITION**

Under direction, to perform a variety of difficult and professional 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 experienced registered level classification for the professional architectural class series. Incumbents perform a wide scope of professional office and field architectural work. They may also provide project planning and coordination for paraprofessional and technical staff. This class is distinguished from Assistant Architect by the fact that an Associate Architect is a fully registered professional architect.

### **REPORTS TO**

City Engineer, Senior Architect, Principal Architect, or Director of Development Services

### **CLASSIFICATIONS SUPERVISED**

Incumbents may provide some work coordination and training for Assistant Architect.

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

Designs, prepares, and evaluation of designs, preliminary and final plans and specifications for a variety of public and private and related capital improvement projects requiring professional architectural expertise.

Performs a variety of project development and coordination assignments.

Serves as a resident architect, performing contract administration, construction inspections, and project administration.

## **ASSOCIATE ARCHITECT - 2**

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (continued)**

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

Processes change orders and progress payments.

Performs foundation studies.

Receives public inquires 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.

Performs architectural reviews of environmental impact reports.

Prepares preliminary reports for tentative subdivision map conditions.

Performs field surveys.

Uses a computer to reduce data and create drawings.

Performs architectural costs.

Reviews laboratory reports.

Develops and proposes architectural solutions.

Proposes architectural solutions to problems.

Provides technical architectural assistance to the public and other agencies.

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

## **ASSOCIATE 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:**

Comprehensive 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.

Principals of work coordination and training

Provide work coordination and training for paraprofessional and technical architectural staff.

Plan, organize, and complete a variety of architectural projects.

Perform a wide scope of complex professional 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.

**ASSOCIATE 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 architectural 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 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 the required college and work experience, and three years 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.

Possession of a current registration as a professional architect in California.

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. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined by Management.*

APPROVED \_\_\_\_\_



Chairperson, Personnel Board

DATE

1/10/05