

ASSISTANT ARCHITECT

General Statement of Duties and Responsibilities

Under supervision, performs architectural work of moderate difficulty and responsibility; may supervise subordinate employees; may operate a motor vehicle; performs related work.

Examples of Typical Tasks

Supervises a small squad, unit or group engaged in the performance of work in architectural design, construction supervision, inspection and testing, or tracing and drafting.

Engages in research, investigations, studies or examinations related to the architectural functions and activities of a department or agency.

Prepares, develops and/or reviews drawings, maps, plans and interpretive detail sketches or layouts, using various methods and technologies, related to architectural plans for the construction, remodeling or repair of public works, structures or installations.

Prepares specifications, estimates of quantities of materials required and cost estimates for architectural projects. Reviews shop drawings.

Prepares analyses of the spatial organization and efficient utilization of sites and structures, or of the functional arrangement of interior units, utilities and appurtenances.

ASSISTANT ARCHITECT (continued)

Examples of Typical Tasks (continued)

Participates in the development of designs of exteriors, facades, ornamental work, sculpture grounds and walks, etc.

Participates in and may supervise the design, inspection, construction, demolition and/or alteration of premises to insure compliance with contracts, drawings, specifications, codes, resolutions, statutes, rules or regulations and in connection with the issuance of certificates of occupancy or other requisite or pertinent permits. Reviews or examines plans for such purposes.

Participates in, and may supervise, inspection or testing operations and installations in a laboratory, manufacturer's plant, or on a job site by observing, checking and certifying materials and equipment to be incorporated in public works, plants or structures.

Participates in, and may supervise, the operation and maintenance of public works and the preparation of recommendations for alterations or repairs of public works, plants or structures.

May operate a motor vehicle.

Qualification Requirements

1. A Bachelor or a Master of Architecture degree that is the first professional degree in architecture from an accredited college; or

ASSISTANT ARCHITECT (continued)

Qualification Requirements (continued)

2. A Bachelor of Science degree in architecture that is the first four years of a five-year first professional degree program in architecture from an accredited college and one year of full-time satisfactory experience in architectural work; or
3. A valid New York State Registration as an Architect.

The following are examples of four-year degrees that are NOT acceptable to meet the education requirement: Bachelor of Science in Architectural Technology; Bachelor of Professional Studies in Architecture; Bachelor of Science in Fine Arts issued by the Architectural Department of a college; Bachelor of Science in Art and Design issued by the Architectural Department of a college.

Note:

A Motor Vehicle Driver License valid in the State of New York may be required for certain assignments. If required, this license must be maintained for the duration of the assignment.

Direct Lines of Promotion

From: None. **To:** Architect # (21215)

Possession of a valid New York State Registration as an Architect is required for promotion to Architect.