

MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION: 06/15/99	CLASS TITLE: ARCHITECT	CODE: 85113
	MAJOR AGENCIES: BCC (PUBLIC WORKS DEPARTMENT-ONLY)	PAGE <u>1</u> OF <u>2</u>

**CLASS CONCEPT:**

Management level in architecture under general managerial direction of the Engineering and Construction Manager requiring extensive knowledge of architectural principles and precedents as registered Architect in order to plan, design and oversee assigned projects, prepares architectural drawings and specifications for new and rehabilitated facilities, prepares estimates of project costs and monitor contractor's performance on assigned construction projects. Performs the material and substantial duties of the classification more than 50% of the time.

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	<p>Gathers information concerning program requirements for assigned projects from sponsoring agencies and translates it into sketches and drawings indicating space needs, prepares &amp;/or reviews architectural drawings and specifications for new construction &amp;/or improvement/alteration of existing facilities and oversees projects, resolves construction problems/conflicts, prepares plans and designs using AutoCAD software for repair, alteration and new construction on specific projects, reviews plans and drawings for compliance to state and local laws, professionally responsible for architectural building design work as designer of record.</p> <p>(Performs Related Duties As Required)</p>	<p><u>Knowledge of</u> 4 (accounting), 5 (management), 9a (supervision--functional), 10 (safety practices),* 11a (public relations), 14 (government structure and process), 15 (counseling), 16 (interviewing), 18 (engineering--construction), 23 (law--building codes &amp; related regulatory requirements); <u>Ability to</u> 30g (understand system of mechanical or other procedures (e.g., bookkeeping, wiring), 30k (understand practical field of study (e.g., engineering, business administration), 30l (define problems, collect data, establish facts &amp; draw valid conclusions), 30m (interpret extensive variety of technical material in books, journals &amp; manuals), 30n (deal with some abstract but mostly concrete variables), 30p (deal with non-verbal symbols in formulas, equations or graphs), 31f (use geometry &amp; trigonometry), 32o (prepare meaningful, concise &amp; accurate reports), 32p (proofread technical materials, recognize errors &amp; make corrections), 32t (write instructions &amp; specifications concerning proper use of machinery), 34c (cooperate with co-workers on group projects), 34f (handle sensitive inquiries from &amp; contacts with officials &amp; general public).</p> <p>(*Developed After Employment)</p>

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) Must be able to provide own transportation. Must have certificate to practice Architecture per Section 4703.06 of the ORC. 5 yrs. experience in project management as a certified Architect. (Other Evidences May Be Substituted)	TRAINING & DEVELOPMENT:  Must maintain certification.
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CLASS CONCEPT:

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	Prepares architectural drawings and specifications for small capital maintenance projects, both new and rehabilitated facilities, which comply with state and local building codes, coordinates mechanical and electrical design work, prepares estimates of project costs, change orders.	
3	Assists in reviewing outside consultants/engineers/architects submittals for conformance to program needs and code requirements, monitors assigned construction project, provides liaison between contractor and county concerning development and modifications of plans, reviews change orders, processes partial payments, attends meetings to ensure effective coordination of project elements, prepares relevant progress reports, serves as staff specialist advising other staff on architectural matters (e.g., space utilization, building codes and American with Disabilities Act requirements), prepares required reports and records related to current and completed projects.  (Performs Related Duties As Required)	(*Developed After Employment)

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) <b>- OR alternative, equivalent evidence of the Minimum Class Requirements may be substituted for experience required but not for mandated certification.</b>  (Other Evidences May Be Substituted)	TRAINING & DEVELOPMENT:
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