



ASSISTANT ARCHITECT

Definition

Under supervision of a licensed architect, to perform architectural duties in connection with the design and construction of transportation facilities and related projects.

Typical Tasks

- Performs architectural Computer-Aided Drafting and Design (CADD) for building structures and interior space planning projects;
- Confers with department representatives to establish building and interior space planning requirements with scope of work;
- Manages small architectural projects from definition through completion of construction. Elements include code research; programming; feasibility; presentation drawing/models; cost estimates and value engineering; design building systems including materials and systems selection; coordinates civil, structural, mechanical, and electrical design with in-house and/or outside consulting engineers; prepares working drawing and specifications; advises construction inspectors, reviews submittals and shop drawings, and prepares design change orders; and final inspection/acceptance;
- Manages interior space planning projects from definition through completion, including preparing layouts, list of materials, cost estimates; coordinates proposals with system furniture distributors; coordinates installation with users, furniture installers, maintenance crew, and other vendors as required; manages inventory of systems furniture;
- Performs related work as required.

Employment Standards

Graduation from an accredited college or university with major work in building architecture and two years experience of building and/or interior design experience under the supervision of a licensed architect.

Knowledge of:

- Theories and principles of architecture;
 - Computer Aided Drafting and Design systems;
 - Building construction materials, systems, and methods;
 - Structural, mechanical, and electrical systems as related to industrial and commercial buildings;
 - Space planning principles and system furniture design;
 - Codes, ordinances, and laws concerning building design and construction;
 - Project development procedures such as programming, schematics, design development and working drawings;
 - Project management procedures, contracts administration, scheduling, budgeting, and value engineering.
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Ability to:

- Perform professional architectural work in support of licensed architects including design work and drawing and specification preparation;
- Operate hardware and software components of a Computer Aided Drafting and Design system;
- Establish and maintain cooperative working relationships with those contacted in the course of work;
- Communicate effectively orally and in writing as well as preparing and presenting graphic material;
- Make sound architectural judgments based on research and analysis;
- Prepare correspondence and reports using common software applications (word processing, spreadsheet, and scheduling).